

To: Department Heads and Unit Administrators

Subject: K-State Research and Extension Annual Conference
AWARDS LUNCH

Dear Colleagues:

The 2014 Annual Conference Awards Lunch will be Thursday, October 23. Faculty who have received awards during the last twelve months will be recognized by including their name, position title, unit, and award(s) in the program book.

Deadline to submit forms: Thursday, July 31.

Faculty Awards. Please complete the Faculty Award form with names of Faculty in your department or unit who received awards during the period of October 1, 2013 to September 30, 2014. Forms online can be accessed at: http://www.ksre.ksu.edu/employee_resources.
Click on *Nominations for Awards* in the center of the page.

Faculty Mentors. In addition, we want to recognize the personnel within your unit who served as mentors to new faculty members or unit heads during the last twelve months.
Forms online can be accessed at: http://www.ksre.ksu.edu/employee_resources.
Click on *Nominations for Awards* in the center of the page.

If you are reporting numerous awards, please contact Doris Merrill to discuss alternative options for submitting the information. If you have questions, contact Stacey Warner or Doris Merrill, Extension Operations, 785-532-5790.

Thank you for helping us recognize our colleagues for their outstanding contributions and achievements by responding to this request.

Sincerely,



John D. Floros
Dean of Agriculture and
Director of K-State Research and Extension

c: Stacey Warner

