

December 9, 2005

MEMORANDUM

TO: College of Engineering Faculty and Academic Staff

FROM: (original signed by)
Paul S. Peercy, Dean

RE: **The Ragnar E. Onstad Service to Society Award**

The Ragnar E. Onstad Memorial Fund was established to recognize teachers of engineers who have been leaders in contributing to the solution of society's problems. The Ragnar E. Onstad Service to Society Award supported by this fund is a symbolic reminder of Mr. Onstad's devotion, integrity, and application of knowledge for the advancement of society. The award recognizes and rewards those in the College of Engineering who have made significant contributions to society through the application of engineering principles.

Any technological advancement / application contributing to the betterment of society will be considered. This service should be distinct from the nominee's obligatory academic function and have demonstrable benefit to society.

The award itself is a specially cast medallion and a stipend presented annually.

ELIGIBILITY

1. Nominees must be full-time employees in the College of Engineering. Faculty and academic staff are eligible.
2. Previous recipients of this award are ineligible for the same accomplishments.

PROCEDURE

The selection procedure will consist of two phases: nominations and finalists.

1. Each department in the College of Engineering must submit at least one candidate for the nomination process. Research centers or individuals who have firsthand knowledge of an individual's qualifications are encouraged to suggest candidates. The deadline for submission of nominations is **Monday, January 9, 2006**.
2. Nominations will be reviewed by the selection committee, which will select three finalists.
3. Departments, center directors, or individuals will be notified by the committee if their nominee has been selected as a finalist. Complete finalist packets will be requested at that time. The deadline for submission of finalist packets is **Friday, February 10, 2006**.
4. The selection committee will select the recipient from among the finalists.

5. Nominations will be kept on file for two years after the original nomination. Therefore, if a person nominated is not selected in the year that they were first nominated, they will be considered a nominee in the following two years.

INFORMATION TO ACCOMPANY NOMINATIONS

Nominations may be submitted via email to Diane Randall at drandall@engr.wisc.edu by **Monday, January 9, 2006.**

1. One or two paragraphs describing how the candidate has applied engineering principles to activities that help to solve society's problems. Generally, this would be beyond the nominee's obligatory academic function or University employment. Conducting good research alone and performing outstanding teaching alone do not qualify. Describe the length and extent of service beyond normal academic responsibilities and provide examples of impact on society.
2. Names, email addresses, and phone numbers of three references who are familiar with the candidate's contributions.

INFORMATION TO BE INCLUDED IN FINALIST PACKETS

****Required only for candidates advancing to the finalist stage****

An original and seven copies of the finalist packet must be submitted to the Dean's Office, Attn: Diane Randall, 2620 Engineering Hall, by **Friday, February 10, 2006.**

1. Curriculum vitae for the finalist, including academic degrees (when and where received), professional/technical society memberships, awards, years of service at the University, and other pertinent information.
2. Description and evaluation of the finalist's service to society.
3. Names and phone numbers of at least three, but not to exceed six, persons familiar with the finalist's contributions to society. Letters of support are welcome.

SELECTION COMMITTEE

The selection committee is composed of the last four available recipients of the award and Larry Olsen, President of Research Products Corporation. The 2006 Ragnar E. Onstad Service to Society Award Committee members are:

Ken Potter, Civil and Environmental Engineering (Chair)
Phil Biebl, Engineering External Relations
Peter Bosscher, Civil and Environmental Engineering
Robert Lorenz, Mechanical Engineering and Electrical and Computer Engineering
Larry Olson, President, Research Products Corporation

The award will be presented at a special celebration scheduled for Tuesday, May 2, 2006. The recipient will also be recognized at the Engineers' Day Banquet on Friday, October 13, 2006.