

# HOWARD L. HARTMAN AWARD

## Guidelines and Procedures

### OVERVIEW AND ELIGIBILITY

The Howard L. Hartman Award, established in 1989, recognizes distinguished contributions in practice, teaching or research in the field of underground ventilation engineering.

An achievement by a team of two or more may be recognized in a manner designated by the Award Committee.

There are no limitations regarding age, nationality, professional field, or membership in the Society. The recipient must be living at the time of award presentation.

### TIMELINE

The Howard L. Hartman Award typically adheres to the following timeline:

Date	Task
April 1	Call for nominations
June 1	Nomination deadline
June 30	Committee chair provides qualified applications to members of committee
July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)
July 25	Second round of voting complete (if needed)
August 1	Recipient name and citation provided to awards coordinator
September 15	Recipient is notified
North American Mine Ventilation Symposium	Award is presented

### NOMINATIONS

Nominations for the Howard L. Hartman Award require the following information:

1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.
2. **Required:** One letter of support detailing the nominee's qualification for the award. Should address qualities that are mentioned in the guidelines. Should focus on quality over quantity introducing the candidate to the committee (1 page).
3. **Not required:** Up to four additional letters emphasizing the candidates qualifications for the award. (quality over quantity) (1 page each).
4. Nominee's biography (2 page maximum).
5. Nominee's CV/resume (abbreviated version – 3 page maximum).
6. List of papers/publications (abbreviated version – 3 page maximum).
7. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: [smenet.org/awards-recognition](http://smenet.org/awards-recognition)



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<p><b>ADMINISTRATION</b></p>	<p>The Howard L. Hartman Award is administered by the SME Coal &amp; Energy Division and Mining &amp; Exploration Division. The Award Committee consists of six representatives of Underground Ventilation Committee (UVC) all who are six past chairs of UVC, each serving a six-year term. The past chair of the UVC shall rotate to the co-chair of the Award Committee for the first two years. The second year this co-chair will become the chair of the Award Committee. The third year, the co-chair will become a member of the Award Committee serving the remaining four years of the six year term. The chairmanship of the Award Committee alternates between divisions, depending on the year.</p> <ul style="list-style-type: none"> <li>• A minimum of three nominations need to be received and evaluated for each award in order to select a winner.</li> <li>• Current members of the SME Board of Directors, SME Division Executive Committees, Award Committees, or Foundation Board of Trustees are NOT eligible for any awards that they are responsible for approving during their term, with the exception of “past chair” recognitions.</li> <li>• No person is eligible to receive more than one SME or SME/AIME award in a single year.</li> </ul>
<p><b>SELECTION OF RECIPIENTS</b></p>	<p>Recipients of the Howard L. Hartman Award shall be selected by the Award Committee, subject to the approval of the C&amp;E Division and M&amp;E Executive Committee with notification to the SME Board of Directors.</p> <p>The award shall be every two years; no more than one award per award year.</p> <p>If in any award year, the Award Committee shall not find a nominee whose contribution merits the award, or if the available funds are not sufficient to merit the costs of an award, it may recommend that no award be given.</p>
<p><b>AWARD</b></p>	<p>The Howard L. Hartman Award consists of an engraved plaque containing a citation of the service or achievement upon which the award is based, award name and recipient name.</p>
<p><b>PRESENTATION OF AWARD</b></p>	<p>The award is conferred at such time and place as the SME Board of Directors may designate, but normally at the biennial U.S. Mine Ventilation Symposium. The recipient will receive one complimentary ticket to the appropriate luncheon.</p>
<p><b>FUNDING</b></p>	<p>All expenses incurred with respect to the award shall be paid by the Mining &amp; Exploration Division or the Coal &amp; Energy Division.</p>
<p><b>AMENDMENTS</b></p>	<p>These regulations may be amended by the Howard L. Hartman Award Committee subject to approval by the C&amp;E and M&amp;E Executive Committee and SME Board of Directors.</p>
<p><b>QUESTIONS</b></p>	<p>Questions may be directed to:  Awards Coordinator Email: <a href="mailto:awards@smenet.org">awards@smenet.org</a> or  SME Member Services Department Phone: 303-948-4200</p>