

HOWARD N. EAVENSON AWARD

Guidelines and Procedures

OVERVIEW AND ELIGIBILITY

The Howard N. Eavenson Award (Eavenson Award) is given for distinguished contributions to the advancement of coal mining. Candidates for the Eavenson Award should have, within the two years prior to selection, contributed substantially to the advancement of the coal industry, whether by research, invention, publication or advances in mining or development methods (labor relations not included).

All candidates must be living at the time of selection in order to receive the Eavenson Award. Members of the current Award Committee are not eligible to receive the award during their term of service on the Award Committee.

TIMELINE

The Howard N. Eavenson 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 |
| SME Annual Conference & Expo | Award is presented |

NOMINATIONS

Nominations for the Howard N. Eavenson 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



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| ADMINISTRATION | <p>The Eavenson Award is administered by the SME Coal & Energy Division. The Award Committee consists of six members appointed by the Coal & Energy Division. The term of service shall be three year rotation. The chair shall be chosen from these who are senior in length of service to the committee.</p> <ul style="list-style-type: none"> • A minimum of three nominations need to be received and evaluated for each award in order to select a winner. • 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. • No person is eligible to receive more than one SME or SME/AIME award in a single year. |
| SELECTION OF RECIPIENTS | <p>Recipients of the Eavenson Award shall be selected by a majority vote by the Award Committee, subject to the approval of the SME Board of Directors. The award need not be presented in any given year if a suitable candidate is not agreed upon.</p> |
| AWARD | <p>The Eavenson Award shall consist of a suitable certificate or plaque engraved or embossed with the award winner’s name, year of the award, and a citation of the service or achievement upon which the award is based. The Eavenson Award also includes a check for \$3,000, the amount of which can be increased in amount by increments of \$250 for recognition of particularly outstanding contribution upon recommendation of the Award Committee and approval of the Coal & Energy Executive Committee and SME Board of Directors.</p> |
| PRESENTATION OF AWARD | <p>The Eavenson Award will be presented at the Coal & Energy Division’s Annual Awards Luncheon, held in conjunction with the SME Annual Conference & Expo. The award recipient will receive one complimentary ticket to the luncheon (provided by the C&E Division).</p> |
| FUNDING | <p>All expenses incurred with respect to the Eavenson Award shall be the financial responsibility of the Coal & Energy Division and are typically paid from the proceeds of the Howard N. Eavenson fund of AIME.</p> |
| AMENDMENTS | <p>These guidelines may be amended by the Eavenson Award Committee, subject to approval by the C&E Executive Committee and SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.</p> |
| QUESTIONS | <p>Questions may be directed to: Awards Coordinator Email: awards@smenet.org or SME Member Services Department Phone: 303-948-4200</p> |