

# ASQ STATISTICS DIVISION OPERATING MANUAL

## William G. Hunter Award Committee Chair Job Description

### **Title**

William G. Hunter Award Committee Chair

### **Purpose**

To coordinate activities relating to the annual selection of a recipient for the Statistics Division's William G. Hunter Award.

### **Term of Office**

#### **Chair:**

Three years (e.g., 1988-90, 1991-93) with term starting in January. Chair should have served on the Committee during (at least) the year previous to his/her term as Chair and also is expected to serve on the Committee during (at least) the year following his/her term.

### **Committee Members:**

Five-year term beginning in January. One committee member will retire each year and will be replaced by a new committee member. The unofficial requirement for serving on the committee is a past Statistics Division chair or a past awardee.

### **Responsibilities**

- Solicit nominations annually.
- Acknowledge nominations and, if necessary, request supporting information from each nominee.
- Compile information on each nominee and distribute to members of the Hunter Award Committee.
- Poll members of the Hunter Award Committee for their top choice among the nominees and ensure that a consensus opinion is obtained.
- Inform the Statistics Division Chair of the Hunter Award Committee's consensus opinion.
- Prepare press releases announcing the award winner.
- Submit items for publication in Division Newsletter, as required in Attachment 1 of Newsletter Editor's job description (Section 3.8).
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

### **Qualifications**

- The Chair of the Hunter Award Committee must be a past Chair of the Statistics Division or a current member of the Statistics Division Council.
- This person should be familiar with the spirit of the award, the legacy of Bill Hunter, and the mission of the Statistics Division.
- Routine secretarial and telephone resources required.

# ASQ STATISTICS DIVISION OPERATING MANUAL

## William G. Hunter Award Committee Chair Job Description

### Resources Available

- Documentation for the administration of the award (Attachment 1).
- Nomination form (Attachment 2).
- Committee members, who as a group are responsible for developing and maintaining the processes described in Attachment 3.

### Checklist/Timetable

#### January            **Nomination Announcements**

Prepare and submit announcements soliciting nominations to appropriate publications (See Attachment 4). These announcements should be scheduled for publication in March, April, and May.

#### March            **Solicitation of Nominations**

Selected individuals should be contacted to encourage the submission of nominations for qualified nominees. (The solicitation of nominees should be a proactive process and should not rely merely on nominations resulting from the published announcements.)

#### June            **Deadline for Nominations**

Acknowledge nominations (letters to nominators and nominees) and request additional supporting materials from nominees as appropriate.

#### July            **Evaluation of Nominations and Selection**

Distribute copies of the submitted nominations as well as any nominations retained from previous years for review by the Hunter Award Committee. Obtain consensus from the Hunter Award Committee and advise the Statistics Division Chair of the selection.

#### August            **Notification of Awardee**

The Division Chair will contact the awardee directly to advise him/her of being recognized and to make arrangements for the presentation of the award at the Fall Technical Conference (FTC), including arranging for a complimentary conference registration for the awardee. The award ceremony will typically be held in conjunction with the Youden Address with the Division Chair presiding. The Hunter Award Chair is responsible for obtaining the Hunter plaque and Youden gift (Attachment 5).

The Chair of the Hunter Award Committee will contact all nominators and nominees advising them of the status of their submissions. Exceptionally strong nominations will be retained for further consideration the next year.

# ASQ STATISTICS DIVISION OPERATING MANUAL

## William G. Hunter Award Committee Chair Job Description

### September      **Publicity Preparation**

Prepare and submit announcements concerning the awardee for publication (See Attachment 4). These announcements should be scheduled for publication immediately following the FTC.

### October          **Awardee Recognition**

Formally recognize the awardee at the FTC.

### November       **Review and Process Improvement**

Review the overall award process and make improvements where appropriate. Finalize the committee membership for the following year.

At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

### **Election/Appointment Mechanism**

The Hunter Award Chair is appointed by the Statistics Division Awards Committee Chair, with consensus of the Division Officers.

# ASQ STATISTICS DIVISION OPERATING MANUAL

## William G. Hunter Award Committee Chair Job Description

### Attachment 1

Administration of the William G. Hunter Award  
Presented by the Statistics Division of the  
American Society for Quality

#### I. Name

The name of this award is the Hunter Award; more formally, the William G. Hunter Award.

#### II. Scope

- A. This award is given by the Statistics Division of the ASQ.
- B. It is given to that person (or persons if working together) who, in the opinion of the Statistics Division Awards Committee, demonstrates the most imaginative and innovative development and/or application of statistics during the year for which the award is given. More specifically, the award is given to the person whose actions most closely mirror William Hunter's strengths, which were:
  - Communicator
  - Consultant
  - Educator (especially for practitioners)
  - Innovator
  - Integrator (statistics with other disciplines)
  - Implementer (he obtained results)
- C. The award is given to encourage the creative development and application of statistical techniques to problem solving in the quality field. It will consist of an appropriate plaque describing the award and bearing the name of the recipient.
- D. It is based on a solid record of accomplishments over time, rather than on one specific event. It may be given to any deserving individual, not necessarily a member of ASQ.
- E. No standard monetary grant accompanies the award. Travel and lodging expense to the location of the presentation, Fall Technical Conference, and Conference registration, may be provided at the discretion of the Statistics Division Chairperson.
- F. All expenses incurred in granting the award will be borne by the Statistics Division.

# ASQ STATISTICS DIVISION OPERATING MANUAL

## William G. Hunter Award Committee Chair Job Description

### **III. Procedure**

- A. The Hunter Awards Committee is appointed by the Hunter Award Chairperson. The committee is chosen from a list of past chairs and other knowledgeable, interested Statistics Division members.
- B. The Hunter Awards Committee seeks nominations through such vehicles as the Division Newsletter, Quality Progress, and AMSTAT News, and at the AQC in the Statistics Division booth. The announcement seeking nominations may include a summary of William Hunter's career and strengths such as that written by George Box in the August, 1987 issue of Technometrics (copy attached).
- C. The Awards Committee selects the awardee by the first of August each year. The Committee Chair will inform the Division Chair in sufficient time to notify the recipient prior to the Fall Technical Conference where the formal presentation will be made.

# ASQ STATISTICS DIVISION OPERATING MANUAL

## William G. Hunter Award Committee Chair Job Description

### Attachment 2 - Nomination Form Example

#### The ASQ Statistics Division's *William G. Hunter Award*

**William G. Hunter** was the founding chair of the Statistics Division of the American Society for Quality. His statistical leadership as a communicator, consultant, educator, and innovator, and his ability to integrate statistical thinking into many disciplines serve as exemplary models for the Division's members.

**Objective:** The Statistics Division established the William G. Hunter Award in 1987 to promote, encourage, and acknowledge outstanding accomplishments during a career in the broad field of applied statistics.

**Qualifications:** Any outstanding leader in the field of applied statistics, regardless of ASQ Statistics Division membership status, is qualified. Candidates must have demonstrated a high level of professionalism, significant contributions to the field, and a history of inspirational leadership. A person may be nominated many times but may win the award only once.

**Procedure:** The author, or nominator, must have the permission of the person being nominated and the letters from at least two other people supporting the nomination. Claims of accomplishments must be supported with evidence. Examples include publication lists and letters from peers.

**Nominations for the current year will be accepted until June 30.** Those received following July 1 will be held until the following year. A committee of past leaders of the Statistics Division decides upon the winner. The award is presented at the Fall Technical Conference in October.

Mail a complete copy of the nomination material to the Hunter Award Committee Chair.

ASQ STATISTICS DIVISION  
OPERATING MANUAL

William G. Hunter Award Committee Chair  
Job Description

Please:

1. Supply the information requested on the following pages. Additional pages and attachments may be used if necessary.
2. Include the resume of the nominee.
3. Include at least two letters supporting the nomination.

**1. Nominee:**

Name:			
Business Address:			
Phone:	FAX:	E-mail	

**Nominated by:**

Name:			
Business Address:			
Phone:	FAX:	E-Mail:	

**Supporting letters by:**

Name:			
Business Address:			
Phone:	FAX:	E-Mail:	

Name:			
Business Address:			
Phone:	FAX:	E-Mail:	

Name:			
Business Address:			
Phone:	FAX:	E-Mail:	

Name:			
Business Address:			
Phone:	FAX:	E-Mail:	

ASQ STATISTICS DIVISION  
OPERATING MANUAL

William G. Hunter Award Committee Chair  
Job Description

Has the nominee agreed to the nomination?      \_\_\_ Yes \_\_\_ No  
Is the nominee's resume attached?                \_\_\_ Yes \_\_\_ No  
To your knowledge, has the nominee's name been  
submitted for this award previously?            \_\_\_ Yes \_\_\_ No  
Are at least two letters in support of the  
nomination attached?                                \_\_\_ Yes \_\_\_ No

ASQ STATISTICS DIVISION  
OPERATING MANUAL

William G. Hunter Award Committee Chair

Job Description

- 1. What are some of the outstanding accomplishments of the nominee as a consultant, either internal to his or her own organization, or external?**  
(Bill Hunter was known both inside and outside his organization, please be sure to highlight both the inside and the outside activities.) (25 points)

- 2. How has the nominee provided education for practitioners?** (Be specific about the kind of education provided) (15 points)

ASQ STATISTICS DIVISION  
OPERATING MANUAL

William G. Hunter Award Committee Chair

**Job Description**

- 3. How has the nominee integrated statistical thinking with other disciplines?** (Statistical thinking does not mean statistical tools/methods. The 1996 edition of the **Glossary and Tables for Statistical Quality Control**, published by Quality Press, includes the following definition: *Statistical Thinking is a philosophy of learning and action based on the following fundamental principles: \*All work occurs in a system of interconnected processes, \*Variation exists in all processes, and \*Understanding and reducing variation are keys to success.*) (15 points)

- 4. In what ways has the nominee demonstrated excellence as a communicator?** (Both inside and outside of her/his organization) (15 points)

- 5. How has the nominee demonstrated innovation in applied statistics?**  
(This is the point to describe the contributions to tools/methods/applications) (15 points)

ASQ STATISTICS DIVISION  
OPERATING MANUAL

William G. Hunter Award Committee Chair  
Job Description

**6. Provide examples of additional accomplishments. Attach supporting documentation.** (Focus on leadership accomplishments, as well as other accomplishments that were not covered above.) (15 points)

**7. Additional comments:**

ASQ STATISTICS DIVISION  
OPERATING MANUAL

William G. Hunter Award Committee Chair  
Job Description

In completing this form, you have helped to encourage statistical thinking. The Statistics Division appreciates your efforts. Thank you.

Nominator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment 3**

**Evaluation Process** – including the specification of the criteria for selection, consideration of a formal point or weighting system based on the overall criteria, process for voting on nominees or building a consensus among the committee members, etc.

**Nomination Process** – including the actual mechanics of submitting a nomination (who, what, when, how...), consideration of the use of a formal application form or informal application guidelines, means to

# ASQ STATISTICS DIVISION OPERATING MANUAL

## William G. Hunter Award Committee Chair Job Description

communicate the selection criteria to nominators/nominees, maintenance of a “HIT” list of potential nominees, maintenance of a list of past nominees and their status, timing required to review and select an awardee, budget requirements, etc.

**Publicity / Promotion Process** – including an aggressive campaign to more firmly establish the Hunter Award as a prestigious and sought after achievement, preparation of materials for publication (articles and other copy), selection of journals and other media for publicity, required budget, time schedule for publicity, etc.

**Recognition Process** – establishing the formal recognition process, follow-up publicity to further recognize the awardee and promote the award; use of the ASQ awards brochure; time schedule; required budget; etc.

**Administration Process** – including the further refinement of the schedule of events (time-line), the establishment of these processes on an on-going basis, review the make-up of the committee, establish a rotation schedule for committee members, etc.

**Professionalism Process** – the establishment of formal communications material and procedures with nominators and nominees (letters acknowledging the reception of nomination materials, ...) turn down letters, etc.

ASQ STATISTICS DIVISION  
OPERATING MANUAL

William G. Hunter Award Committee Chair  
Job Description

**Attachment 4**

	<u>Recognize Awardee</u>		<u>Solicit Nominations</u>	
	Due	Issue	Due	Issue
On Q	Sept 15	Nov	Feb 15	Apr
Am Stat News	Sept 30	Nov	Feb 28	Apr
Quality Progress	Sept 30	Nov	Feb 28	Apr
Quality	---	---	---	---
SD Newsletter	Nov 15	post-FTC	Mar 15	post-AQC/pre-FTC
CPID Newsletter		---	---	---
SPES Newsletter		---	---	---
Hometown Newspaper	---	---	(Not Appropriate)	

# ASQ STATISTICS DIVISION OPERATING MANUAL

## William G. Hunter Award Committee Chair Job Description

### Attachment 5

The following two pages are guidelines for the lettering and layout of the plaques. The manufacturer of the plaques is:

Arista Trophies  
25 Portland Avenue  
Bergenfield, NJ 07621

Phone: (201) 387-2165  
FAX: (201) 387-0955

Model 1-P782C - Hunter Award

Fax the layouts to the manufacturer. They will bill us after the plaques are made; no deposit is necessary. We have been using the Northern NJ ASQ Sections Tax ID number - 390-912-500/000.

#### **NOTICE:**

##### **(Youden Address Honor)**

Effective 1997 the Statistics Division Chair began awarding the Youden Speaker with a \$90 personalized Cross pen & pencil set engraved with the Speaker's name, Youden Address, and the date of the Fall Technical Conference.

ASQ STATISTICS DIVISION  
OPERATING MANUAL

William G. Hunter Award Committee Chair  
Job Description

**The 1991**

# **William G. Hunter Award**

is presented to

## **GERALD J. HAHN**

**for excellence in statistics as  
a communicator, a consultant,  
an educator, an innovator, an  
integrator of statistics with other  
disciplines and an implementor who  
obtains meaningful results,**

by

**The Statistics Division**

of the

**American Society for Quality**

ASQ STATISTICS DIVISION  
OPERATING MANUAL

William G. Hunter Award Committee Chair  
Job Description

**This honor is presented to**

**WILLIAM H. LAWTON**

**for his presentation of the**

**W. J. Youden Memorial Address**

**at the**

**1991 Fall Technical Conference**

**sponsored jointly by**

**ASQ Chemical and Process Industries Division**

**ASA Section on Physical and Engineering Sciences**

**ASQ Statistics Division**