

## RESEARCH EXCELLENCE AWARD NOMINATION GUIDELINES

### *Eligibility*

Up to two Research Excellence Awards may be given each year. The Junior Research Excellence Award is for a scholar at the rank of assistant or associate professor. The Senior Research Excellence Award is for a scholar at the rank of professor. No more than one award will ordinarily be made in each category and none need be given in any particular year. No past recipient of an award will be considered eligible for a second award in less than a five-year period. The award to an assistant or associate professor will be based primarily on work done at UNCG during the past five years. The award to a professor will be made on the basis of the nominee's research career, with particular emphasis placed on work done in the last five years.

Due to the exceptional pool of nominees typically submitted and in recognition of the work involved in preparing the nomination packet, the Research Excellence Committee will consider applications for an additional year after the original submission. The nominator will have the opportunity to update the application packet, if desired. This would particularly apply if, for example, a nominee for the Junior award becomes eligible for the Senior Award or if the nominator wishes to highlight significant accomplishments in the past year since the original packet was submitted.

### *Nomination Packet*

Nomination requires the completion of a Nomination Packet. The Nomination Packet consists of the following material.

1. *The nomination form* included at the end of this document.
2. *A letter from the nominator signed by two seconds.* The seconds may not be the Department Head / Chair or Dean of the nominee. Each of the selection criteria listed below must be addressed.
3. *A current curriculum vita.*
4. *Letter of endorsement from the candidate's Department Head / Chair,* unless he / she makes the nomination.
5. *Letter of endorsement from the candidate's Dean,* unless he / she makes the nomination.
6. *Optional: Letters of support from external referees.* No more than three (3) external letters may be included in the Nomination Packet.

### **PLEASE NOTE:**

All materials are to be submitted electronically. The Nomination Packet, including the signed nomination form, should be scanned as a pdf file and emailed to [rsh\\_ptnr@uncg.edu](mailto:rsh_ptnr@uncg.edu) by **December 5, 2016.**

### *Selection criteria*

Awards will be made on the basis of the following selection criteria:

- the importance of the contributions to the field,
- the originality of the work,
- the execution of the research,
- the pattern of the nominee's research productivity and
- the academic reputation of the journals, publishing houses, exhibitions, and professional presentations in which the candidate's work has appeared.

The involvement of University students in the research and significant external support, when appropriate, will be viewed favorably when the nominations are reviewed.

### *Evaluation of Nomination Packet*

The Review Committee will evaluate all nominees and recommend the names of those candidates judged deserving of the award to the Vice Chancellor for Research and Economic Development. The Review Committee for the Research Awards will be composed of three former recipients of the Research Excellence Award, the Chair of the Research Grants Committee, and at least one faculty member at-large. The Vice Chancellor for Research and Economic Development will serve as an *ex-officio* member. The final decision about awardees will be made by the Chancellor, the Provost, and the Vice Chancellor for Research and Economic Development.

### *Responsibilities of the awardees*

A cash honorarium will accompany each award. The Junior Research Awardee receives \$4,500. The Senior Research Awardee receives \$7,500. The awards are made on Excellence Day. Each Awardee will be recognized along with a description of their research in *UNCG Research*.

## NOMINATION FORM FOR RESEARCH EXCELLENCE AWARD 2016-2017

Name of Nominee: \_\_\_\_\_

Department: \_\_\_\_\_ Unit: \_\_\_\_\_

Indicate which award the nominee is to be considered for

\_\_\_\_\_ Junior Research Excellence Award (Assistant / Associate Professor)

\_\_\_\_\_ Senior Research Excellence Award (Professor)

### SIGNATURES

**Nominator:**

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Dept: \_\_\_\_\_ Date: \_\_\_\_\_

**#1 Second:**

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Dept: \_\_\_\_\_ Date: \_\_\_\_\_

**#2 Second:**

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Dept: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTE:

The Nomination Packet, including the signed nomination form, should be scanned as a pdf file and emailed to rsh\_ptnr@uncg.edu by **December 5, 2016**.

### To be included in the Nomination Packet:

1. *Nomination form.* The nominator may be the Department Head / Chair or Dean of the applicant.
2. *A letter from the nominator signed by two seconds.* The seconds may not be the Department Head / Chair or Dean of the nominee. This letter should provide a rationale for the nomination. In particular, each of the selection criteria listed below must be addressed.
  - the importance of the contributions to the field,
  - the originality of the work,
  - the execution of the research,
  - the pattern of the nominee's research productivity, and
  - the academic reputation of the journals, publishing houses, exhibitions, and professional presentations in which the candidate's work has appeared.
3. *A current curriculum vita.*
4. *Letter of endorsement from the candidate's Department Head / Chair, unless he / she makes the nomination.*
5. *Letter of endorsement from the candidate's Dean, unless he / she makes the nomination.*
6. **Optional:** Letters of support from external references. **No more than three (3) external letters may be included in the Nomination Packet.**