

OUTSTANDING RESEARCH AWARD

Definition:

The Research Award is given to an individual faculty member in recognition of contributions in the area of Research.

Categories:

1. Outstanding cumulative research achievement while employed at Ball State University. (Previous employment may also be considered if the nominee is a recent employee.)
2. Noteworthy single contribution to the field

Nomination Requirements:

Step I Nominations may be made by students, faculty, professional personnel, or administrators. Nomination materials must include the following:

- A. This completed sheet
- B. Current curriculum vitae (use format on next page)
- C. A letter of nomination addressing the research achievements for which the person is nominated, addressing the review criteria outlined below.
(Maximum one single-spaced typed page. Do not use reduced type.)

Step II upon the request of the committee:

- D. Letters of support from department chair/unit director, and dean addressing over-all performance in addition to the area for which the person is nominated

- E. Appropriate documentation of research
- F. Maximum of three additional letters (at least one external letter) of support from recognized experts in the particular field, addressing the specific work or long-term achievement

Review Criteria:

1. Evidence of scholarly productivity in the form of significant published research
2. Impact upon the field of research on a national or international scale, as evidenced by peer review in the form of citations of the work, professional awards or recognition, funded grants or contracts, as well as letters of support
3. Evidence that major components of the research were carried out during the nominee's term of service at Ball State University

Name of Nominee: _____

School/Department/Office: _____

Nominator(s): _____
Signature(s)

Nomination approved by department chair: _____
Signature

Nomination approved by dean: _____
Signature Date

Curriculum Vitae must not exceed a maximum of 10 pages, focusing on work completed during the applicant's tenure at BSU, with a one page synopsis of work completed prior to joining the university. When composing the CV, please observe the following subject headings:

- Education
- Employment History
- Professional Affiliations
- Publications/Creative Endeavors
 - Journal Publications – clearly identify the Journal's merit (e.g. refereed, non refereed)
 - Books/Chapters
- Presentation: clearly identify invited presentations as well as the organization's affiliation to your field
- Grant proposals, Submitted, Funded, Pending
- Awards and Honors
- Professional Activities
- University Service and Memberships
- One page synopsis of work completed prior to joining the university