Guidelines for the MSU Alumni Association Distinguished Researcher Award 2012

Introduction

The MSU Alumni Association Distinguished Researcher Award is intended to recognize excellence in research and reflects the significance of faculty research to the educational environment at Murray State University.

Award

The Distinguished Researcher will receive a $1,000.00 cash award, and the researcher's name will be engraved on the MSU Alumni Association Distinguished Researcher Award plaque located in the Murray State University Alumni Center.

Award Selection Process

The Research Policy Committee is charged with the task of developing guidelines and procedures, reviewing nominations, and recommending the name of each year's recipient to the Provost and the Alumni Association.

General Eligibility and Criteria for Nomination

Criteria to be considered for nomination for the MSU Alumni Association Distinguished Researcher Award are outstanding accomplishment in basic or applied research. **For 2012, nominations will be taken for research in the areas of Arts and Literature.**

Specific criteria concerning the recipient are listed below.

- The major portion of the research for which an individual is nominated must have been performed while the nominee was employed at Murray State University
- An individual may be nominated either for an outstanding research career at Murray State University or for a single, significant research accomplishment.
- Any person who is employed as a full-time member of the faculty shall be eligible for nomination regardless of faculty rank or title provided that he/she satisfies the remaining qualifications.
- "Faculty member" is defined as one who holds academic rank and who is directly engaged in instruction, research, or public service.
- A nominee shall have been employed at least five academic years at Murray State University prior to being nominated.
- A faculty member who has won the award shall be ineligible for the same award for a period of five years. The second nomination must be based solely on research completed after the previous award.

- No current or immediate past member of the Research Policy Committee can be nominated for this award.

Evaluation Criteria

The Research Policy Committee will evaluate applications on the basis of the significance, recognition and/or application of the research, as evidenced by publications, presentations, awards and external grants.

Nominations

Nominations will be made by submission of a nomination form available on the Research Policy Committee web page.

Any person who is a full-time Murray State University faculty member may submit a nomination on behalf of himself/herself or any other individual. No individual may make more than one nomination per year. Nominations are not held over from previous years. New nominations are required yearly. All nominations must be submitted to the Chair of the Research Policy Committee. Only one nomination is needed to place a candidate's name in nomination.

The nomination form should be sent by the nominator to Research Policy Committee, c/o Office of Sponsored Programs, 328 Wells Hall, and will include the following information:

- Full name of nominee.
- Nominee's current position.
- Brief justification of why the nominee should receive the award.
- Name and signature of nominator.

Important Dates

- **February 3, 2012:** Nomination forms due to: Chair, Research Policy Committee, c/o Office of Sponsored Programs, 328 Wells Hall.

- **February 10, 2012**: Nominees will deliver a current vita electronically (MS WORD format preferred) to the RPC Chair at wdooley@murraystate.edu.

- **March 9, 2012**: Deadline for top three nominees identified by the committee to submit complete application packages to: Research Policy Committee Distinguished Researcher Award, c/o Office of Sponsored Programs, 328 Wells Hall.

Materials Requested from Nominees

Upon being notified of their nomination, nominees should submit the following:

- **Current Vita** – The vita should include education and employment history, a list of papers presented, research manuscripts published (complete citation including author(s), title, journal, year, volume, and pages), research grants and other means of support such as research fellowships, summer research associate positions, etc.

The Research Policy Committee will screen the CVs of all nominated individuals and invite three nominees to submit full application packages. These three nominees will submit a full application package (printed copies) to the Office of Sponsored Programs consisting of the following:

- **Sample Reprints**. Include reprints or copies of published materials, as well as items that are in press or accepted for publication. It is not necessary to submit copies of all publications, rather submit a sample of best work.

- **Research Summary**. The summary should contain a brief description(s), UNDERSTANDABLE TO THE LAY READER, of the completed research project(s) highlighting the significance of the research. The format of this section is flexible with the main limitation being length—NOT MORE THAN TEN (10) PAGES. The nominee may wish to use this section to describe the development of his/her research over the course of his/her career. Also, the prestige (impact factor or rejection rate) of journals in which the nominee has published may be noted or the amount of effort or time devoted to certain projects may be indicated. Similarly, information related to the impact of the research (e.g., citations, applications, reprint requests, etc.) can also be included in this section.

- **Letters of Support**. The nominees should have THREE letters of support sent to the address below (before the **March 9** deadline). The committee encourages the nominees to request at least ONE of the letters from an individual external to Murray State University. All of the letters should be from individuals well acquainted with the nominee's research, qualifications and accomplishments. The letters should also address the broad impact and significance of the nominee's research and be understandable to the lay reader. Letters should be addressed to:

  Chair, Research Policy Committee
  c/o Office of Sponsored Programs
  328 Wells Hall
  Murray State University
  Murray, KY 42071-3318

Selection of Distinguished Researcher

The Research Policy Committee will review the application packages and recommend an individual to be the recipient of the Distinguished Researcher Award to the MSU Alumni Association and the Provost. The award recipient will be announced at the annual Faculty Recognition Banquet in April.

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