Guidelines for the MSU Alumni Association Emerging Scholar Awards
2017

Introduction

The MSU Alumni Association Emerging Scholar Award is intended to give special recognition for superior research, scholarly, or creative work conducted by Murray State University faculty members who are in the early phase of their careers and who show professional promise. Significant achievements associated with the nominee’s work should have been realized while the nominee has held a faculty position at Murray State University. Two prizes will be awarded: one in the area of science, technology and mathematics, the second in the area of the arts, literature, humanities, and social sciences.

Award

Each award is in the amount of $500, and the recipients’ names will be engraved on the MSU Alumni Association Emerging Scholar Award plaque located in the Murray State University Alumni Center.

Eligibility

Faculty holding a full-time tenure-track appointment and having no more than five years of academic experience in a tenure-track position are eligible for the Emerging Scholar Award. Nominations/applications can include work performed prior to beginning at Murray State. Award decisions, however, will place significant emphasis on any work performed while employed by Murray State.

Nominations

Colleagues, collaborators, departments, schools/colleges, or recognized campus organizations may nominate faculty for the award. Nominations will be made by submission of a nomination form (available on the Research Policy Committee web page, at the link below) and a current vita for the nominee.

http://www.murraystate.edu/headermenu/administration/Provost/ResearchPolicyCommittee/index.aspx

All nominations must be submitted digitally to the Chair of the Research Policy Committee at rjohnson@murraystate.edu. Only one nomination is needed to place a candidate's name in nomination.

The nomination documents should 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.
• Nominee's current vita

Important Dates

• **January 25, 2017**: Nomination form and vita due to the Chair of the Research Policy Committee via rjohnson@murraystate.edu.
• **February 1, 2017**: Finalists for the awards will be notified.
• **March 10, 2017**: Deadline for finalists identified by the committee to submit complete electronic application packages to Chair of the Research Policy Committee via rjohnson@murraystate.edu.

Materials Requested from Nominees

Review of nominees will take place according to a two-step process. Along with the nomination form, 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 *selected* nominees to submit full application packages. These nominees will submit a full application package (electronic copy) 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 Chair of the Research Policy Committee via rjohnson@murraystate.edu (before the March 10 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.
Selection of Emerging Scholars

The Research Policy Committee will review the application packages and recommend individuals to be recipients of the Emerging Scholar Award to the MSU Alumni Association and the Provost. The award recipients will be announced at the annual Faculty Recognition Banquet in April.

Modified 12/2016