

**Guidelines for the MSU Alumni Association
2019 Distinguished Researcher Award
Science, Technology, Engineering, Mathematics and Applied Sciences**

Introduction

The MSU Alumni Association Distinguished Researcher Award is 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 is 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 2019, nominations will be taken for research in the areas of Science, Technology, Engineering, Mathematics and Applied Sciences.**

Specific criteria of eligibility:

- 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 if 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. A 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

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. New nominations are required yearly. Only one nomination is needed to place a candidate's name in nomination.

Submission of a nomination form (available on the Research Policy Committee web page, at the link below)

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

The nomination includes the following information:

- Full name of nominee
- College/School and Department
- Nominee's current position
- Brief justification of why the nominee should receive the award

Current Vita as on file in the Office of the Provost/VPAA 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.

Important Dates

February 12, 2019: Nomination form submitted (electronically)

February 14, 2019: Three finalists for the award notified

February 18, 2019: Deadline for top three nominees identified by the committee to submit

electronic application packages to the Chair of the Research Policy Committee

February 28, 2019: Notification to Provost, and upon verification, notification to the Director of

Alumni Relations

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 (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. In addition, 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 Chair of the Research Policy Committee before the **February 18** deadline. 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. The committee encourages the nominees to request at least ONE of the letters from an individual external to Murray State University.

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 will be presented at the annual Faculty Recognition Banquet in April.

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