

## Guidelines for the MSU Alumni Association 2019 Emerging Scholar Award

### Introduction

The MSU Alumni Association Emerging Scholar Award gives 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 are 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 for \$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 University. Award decisions, however, will place significant emphasis on any work performed while employed by Murray State University.

### 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). Only one nomination is needed to place a candidate's name in nomination.

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

The **Nomination Form** 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:** Finalists for the awards will be notified

**February 18, 2019:** Deadline for finalists 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

## Materials Requested from Nominees

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