

Guidelines for the MSU Alumni Association 2024 Distinguished Researcher Award Social Sciences, Humanities, and Arts (SSHA)

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 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 2024, nominations will be taken for research in SSHA areas.

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

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.

<https://forms.gle/6tYbeYT6fsaqHAJ6A>

The **Nomination Form** includes the following information:

- Full name of nominee
- College/School and Department
- Nominee's current position
- Total number of years that Nominee has held a tenure-track position
- Brief justification of why the nominee should receive the award

Important Dates

- January 30, 2024: Final email reminder for nominations sent to faculty via Provost Office
- February 6, 2024: Nomination form submitted (electronically)
- February 13, 2024: Finalists for the awards will be notified
- February 26, 2024: Deadline for finalists identified by the committee to submit electronic application packages to the Research Policy Committee Chair, AJ Boston at aboston@murraystate.edu
- March 13, 2024: Votes from RPC Committee Members due for online straw poll
- March 15, 2024: Research Policy Committee Discussion to choose recipients
- March 15, 2024: Notification to Provost, and upon verification, notification to the Director of Alumni Relations

- March 15, 2024 or later: Once approval from Provost Office is received, Chair will notify all award recipients and non-selected nominees

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, as *separate* PDF files:

- **CV.** Updated copy.
- **Research/Scholarly Activity Summary.** The summary should contain a brief description of the applicant's completed research project(s) highlighting the significance of the research or scholarly activity. The format of this section is flexible with the main limitation being length—NOT MORE THAN TEN (10) PAGES. The Research Policy Committee is composed of peer faculty members across a range of different disciplines. A successful research/scholarly activity summary will take into account that the committee members reviewing the application packages may be very familiar with research and scholarly norms within their own field, but less familiar with those of our applicants. Therefore, consider contextualizing the case for your outputs with such readers in mind.
- **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.
- **Letters of Support.** The nominees should have THREE letters of support emailed directly to the Chair of the Research Policy Committee (aboston@murraystate.edu) before the February 26 deadline. All of the letters should be from individuals well acquainted with the nominee's

research, qualifications and accomplishments, but may not include current students. 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. Award decisions will place significant emphasis on any work performed while employed by Murray State University. The awards will be presented at the annual Faculty Recognition Banquet in April.

Last modified 9/28/23