



MILNER LIBRARY
Illinois State University

Nomination Packet for

Outstanding College Researcher Award

and

Research Initiative Award

FY24

Guidelines for
Outstanding College Researcher Award
Milner Library

This award acknowledges a library faculty member for (a) national and/or international recognition of their body of research and/or creative activity by their academic peers and colleagues as evidenced by, for example, inclusion of their work in nationally or internationally recognized publications or other forums; (b) quality of their scholarly work; and (c) the contribution they have made to their profession, discipline, or area of specialization.

Individuals designated as Outstanding College Researchers will receive a \$500 award.

A. Criteria for Eligibility

1. Nominees must be tenured or probationary tenure faculty members currently conducting research. Full time administrators (e.g., Deans, Department Chairs/School Directors, Associate Deans, etc.) are not eligible for these faculty awards.
2. Nominees must have been at Illinois State University for a minimum of three academic years prior to nomination.
3. Previous recipients of the award are ineligible.
4. Individuals may not be nominated for the Outstanding College Researcher Award and the Research Initiative Award simultaneously.

B. Procedures for Submission and Review of Nominations/Applications

1. Application materials are distributed by the Milner Scholarly and Creative Activities Support Team (SCA Support Team) by the annually established date.
2. Eligible faculty members may apply to the SCA Support Team, may be nominated by any library faculty member, or may be nominated by SCA Support Team.
3. Application packages must include written endorsement of the application by a faculty member from the College of the nominee.
4. Applications must be received by SCA Support Team by the annually established deadline.
5. Applications are reviewed by members of the SCA Support Team, which recommends the award decision to the Dean of Milner Library.
6. The Dean makes the final award decision.

C. A Complete Application should include

1. Cover sheet (provided with application materials).
2. A statement from the nominee describing his or her current research or creative activity. The statement should:
 - a) be written at a level appropriate for scholars outside the nominee's discipline or area of specialization;
 - b) address the significance of the nominee's total body of research/creative activity to the field of study; and
 - c) be 1–1½ single-spaced pages in length.

3. Letter of endorsement of the application by a faculty member from the College of the nominee. This letter should address:
 - a) The contribution of the nominee/applicant's research/creative activity to his/her field of study, including the extent to which the nominee/applicant is recognized nationally or internationally for research and/or creative activity.
 - b) The quality of the nominee/applicant's research/creative work.
4. Nominee's full career vita. Research and/or creative accomplishments should be categorized and listed, beginning with the most recent, using the Evaluation Guidelines and Criteria of Scholarly and Creative Productivity found in the current Appointment, Salary, Promotion and Tenure (ASPT) document. (A copy of the Guidelines and Criteria is provided with application materials.) Complete citations must be given for all published works.
5. The nominee *may* include copies of publications and/or letters of support from colleagues external to Illinois State University with his/her application materials. However, *inclusion of such documents is not required*. (To be considered for the Outstanding *University Award*, application packets must include at least one external letter, but no more than three letters.)

D. Criteria for Evaluation

1. Clarity and quality of the nominee's statement regarding his/her research and/or creative activity. This statement should:
 - a) provide information clearly comprehensible to non-experts in the nominee/applicant's field about the past, current, and future development of his/her research/creative program; and
 - b) indicate the nominee/applicant's contribution to his/her discipline, including plans for contributions to be made in the future.
2. Indication in letters of endorsement of:
 - a) the national and/or international significance or recognition of the nominee/applicant's research/creative work;
 - b) the quality/uniqueness of the nominee's research/creative work; and
 - c) the extent to which the nominee/applicant's research/creative work makes an unusually valuable contribution to his/her profession, discipline, and/or subject area of specialization.
3. Quality and quantity of the nominee's research and/or creative productivity
 - a) Productivity since appointment at Illinois State University will be given the greatest weight by the SCA Support Team.
 - b) To the extent that the nominee's research and/or creative productivity:
 1. meets departmental and College expectations;
 2. indicates exemplary performance in his/her discipline; and
 3. matches the quality and quantity of the nominee's productivity compared to the other nominees for this award

E. Distribution of Award

1. The award of \$500 is to be used for any expenditure allowable within University budgetary guidelines with the exception of faculty salary.
2. The awards are for the new fiscal year beginning the July 1 after the award is announced.

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3. The recipient must inform the Dean's office of how the funds are to be allocated (e.g., for equipment, travel, printing, or other expenses) by May 1 of the academic year in which the award is announced.

**Outstanding College Researcher Award
Milner Library
Cover Sheet/Application Form**

Name: _____

Office Phone: _____ **E-mail** _____

To be included in the Application Materials. (Please refer to guidelines for details.)

- _____ **Cover Sheet/Application**
- _____ **Nominee's Statement**
- _____ **Full Career Vita**
- _____ **Endorsement letter by faculty**

Attached endorsement provided by:

Name: _____
Title: _____
E-mail: _____

Instructions for Endorsement: Please be aware that reviewers of the Outstanding Researcher nominees are colleagues with expertise in diverse scholarly fields. It is important to address each nominee's achievements with information clarifying how the work qualifies as outstanding in the particular discipline represented. If selected as the college awardee, the awardee's packet will be resubmitted for the Outstanding University Researcher Award, if the college awardee desires.

Initial Year of Appointment at ISU: _____

Have you received a previous College research award?

_____ **No** _____ **Yes (Please specify when: _____)**

Have you received a previous University research award?

_____ **No** _____ **Yes (Please specify when: _____)**

Nominee/Applicant's Signature

Date

Completed application packet, including cover sheet and endorsement from faculty member from the College of the nominee, is due to College Research Coordinator by **September 15th, 2023.**

Guidelines for
Research Initiative Award
Milner Library

This award recognizes faculty members who have initiated a promising research agenda early in their academic careers.

Individuals designated as Research Initiative Award recipients will receive a \$500 award.

A. Criteria for eligibility:

1. Nominees must be an Illinois State University tenure-track faculty member who have completed five years or less in a tenure-track position at any institution of higher education. For example, an individual may have completed three years at another institution and be eligible within their first two years at Illinois State University. Individuals with unusual career paths may be considered if they are within their first five years as an Illinois State University faculty member; the College Dean must provide written justification for nominating individuals in this situation.
2. Nominees must currently be involved in research and must show promise of making a significant contribution to their fields of study.
3. Previous recipients of the award are ineligible.
4. Individuals may not be nominated for both the Outstanding University Researcher Award and the Research Initiative Award simultaneously.

B. Procedures for Submission and Review of Nominations/Applications

1. Application materials are distributed by the Milner Scholarly and Creative Activity Support Team (SCA Support Team) by the annually established date.
2. Eligible faculty members may apply to the SCA Support Team, may be nominated by any library faculty member, or may be nominated by SCA Support Team.
3. The Dean of the College, in conjunction with the SCA Support Team, may submit to the University Research Council up to five individuals from among the nominees.
4. Application packages must include written endorsement of the application by faculty member from the College of the nominee.
5. Applications must be received by SCA Support Team by the annually established deadline.
6. Applications are reviewed by members of the SCA Support Team, which recommends the nominees to the Dean of Milner Library.
7. The Dean of Milner Library shall submit the completed applications and written endorsements to the Associate Vice President for Research. The College nominees should be unranked.
8. The final evaluation of applications will be made by the University Research Council. During deliberation, the Council may request supporting materials from nominees and/or may ask the College Deans for additional information.
9. The University Research Council will recommend to the Provost up to seven recipients from the list of nominees forwarded to the Committee by the College Deans.

C. A complete application should include:

1. Cover sheet (provided with these application materials).
2. A statement from the nominee describing his/her current research. The statement should:
 - a) be written at a level appropriate for researchers outside the discipline
 - b) address the contribution that the nominee's research objectives will make to their field of study
 - c) be 1–1½ single-spaced pages in length.
3. A full career vita. Research accomplishments should be categorized and listed, beginning with the most recent, using the Evaluation Guidelines and Criteria of Scholarly and Creative Productivity. (A copy of the Guidelines and Criteria is provided with application materials.) Complete citations must be given for all published works.
4. Endorsement of the application by a faculty member from the College of the nominee. The endorsement should address:
 - a) current involvement in research
 - b) promise of making significant contribution to their field of study.
5. External letters of support are welcome, but not required.

D. Criteria for Evaluation

1. A nominee's record of research and publication for the first five years following receipt of their terminal degree at any institution of higher education will be reviewed for potential contributions to their profession.
2. A nominee's record of research and publication while at Illinois State University will be given greatest weight in deliberations, although a full career vita for each nominee will be evaluated.
3. Written endorsements should address nominees:
 - a) current involvement in research
 - b) promise of making significant contribution to their field of study

NOTE: Please be aware that reviewers of the Research Initiative Award nominees are colleagues with expertise in diverse scholarly fields. It is important to address each nominee's achievements with information clarifying how the work qualifies as outstanding in the particular discipline represented. (For example, scholarly activity in fine arts may be judged in quite different terms from scholarship in physics.)

E. Distribution of Award

1. The award of \$500 is to be used for any expenditure allowable within University budgetary guidelines with the exception of faculty salary.
2. The awards are for the new fiscal year beginning July 1.
3. The recipient must inform the Provost's office of how the funds are to be encumbered by February 1 of the academic year in which the award was announced or the award will be made from the equipment line.

Research Initiative Award Nominee

Cover Sheet/Application

Name: _____

College: _____

Office Phone: _____ E-mail _____

To be included in the Application Materials. (Please refer to guidelines for details.)

- _____ Cover Sheet/Application
- _____ Nominee's Statement
- _____ Full Career Vita
- _____ Endorsement letter by faculty

Attached endorsement provided by:

Name: _____
Title: _____
College: _____
E-mail: _____

Initial Year of Appointment at ISU: _____

Instructions for Endorsement: Please be aware that reviewers of the Research Initiative Award nominees are colleagues with expertise in diverse scholarly fields. It is important to address each nominee's achievements with information clarifying how the work qualifies as outstanding in the particular discipline represented. (For example, scholarly activity in fine arts may be judged in quite different terms from scholarship in physics.) Please refer to instructions for completing Research Initiative Applications.)

Nominee/Applicant's Signature

Date

College Dean's Signature

Date

Completed application packet, including cover sheet and endorsement is due to the College Research Coordinator by **September 15th, 2023.**

Milner Timeline for Outstanding College Researcher Award and Research Initiative Award

Submission of applications and supporting materials due	September 15th
SCA Support Team recommendation of award to Dean of Milner Library	September 20th
Dean of Milner Library notifies awardee and <i>if</i> awardee wishes to be considered for Outstanding University Researcher Award the Dean submits nomination to Associate VP for Research	October 1st

Evaluation Guidelines and Criteria for Scholarly and Creative Productivity from *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*

The evaluation of scholarly and creative productivity requires consideration of a variety of factors and must consider the quality and significance of each contribution. Factors used to evaluate meritorious scholarly and creative productivity include but are not limited to:

1. Authorship or co-authorship of peer-reviewed published materials such as journal articles, abstracts, monographs, books, book chapters, cases, artistic works, software, or other professional and technical documents;
2. Authorship or co-authorship of published materials such as editorially reviewed books, articles, abstracts, translations, software, cases, artistic works or other professional and technical documents;
3. Production and presentation of radio and television works, films and videos related to the scholarly or creative discipline;
4. Refereeing or editing journal articles, grant proposals, and book manuscripts;
5. Presentations and papers delivered at local, regional, national and international meetings;
6. Performances, exhibitions, and other creative activities locally, regionally, nationally and internationally;
7. Managing or serving as a consultant for exhibitions and performances;
8. Obtaining competitive external or internal grants related to scholarly and creative productivity;
9. Writing and submitting proposals for competitive grants, internal or external, related to scholarly and creative productivity;
10. Writing and submitting required grant and contract reports;
11. Receiving internal or external awards obtained for scholarly or creative productivity;
12. Providing evidence that scholarly or creative works have been submitted for review;
13. Documenting scholarly or creative works in progress.