

## **GUIDELINES:**

### **THE BOARD OF REGENTS SCHOLARLY EXCELLENCE AWARDS**

#### **General Information**

These guidelines are established to implement the Resolution adopted by the Board of Regents on May 16, 2013 regarding the establishment of Board of Regents Awards.

The awards are given to recognize faculty at the community colleges who are doing exceptional scholarly work befitting the community college mission.

#### **Eligibility**

Assistant and Associate Professors in tenure-track or tenured positions at the community colleges

Recipients of an award will not be eligible for reconsideration for the award for three years

Nominees for an award must be eligible for continued appointment in the following academic year

#### **Criteria**

Nominations should be based upon scholarly work:

- a) the actual or potential of the scholarly work to inform, advance, or otherwise contribute to the community college mission, or to the discipline
- b) the actual or potential of the scholarly work for publication, and/or
- c) the actual or potential of the scholarly work for external peer recognition

#### **Nominations**

Nominators, supporters, and nominees are expected to document a nominee's substantive contributions/achievements and scholarly activities in his/her academic field during the last three years by submitting strong, persuasive evidence of scholarly work and/or creative work accomplishments.

Departments and programs are encouraged to nominate worthy candidates among women, faculty of color and members of other groups historically underrepresented in their discipline.

## Number of Awards

There might be up to a total of thirteen awards granted by the Board of Regents for Higher Education: one Campus-Based Award of \$1,000 to a faculty member from each community college and another single System Award of \$1,000 to the individual among the campus-based awardees who best exemplifies high quality scholarly work or creative activity throughout the community colleges.

## Source of Nominations

Nominations may originate from: Deans, Directors, Department/Program Heads, administrators, campus recognition committees, and individual or groups of faculty members. All nominations should be coordinated through the appropriate academic unit (e.g. Dean's office, departmental or program office), as determined by the institution's selection process - see below. A complete nomination package shall consist of:

- 1) Cover Sheet
- 2) Letter of Nomination by nominator(s) of no more than two typed pages advocating the basis for the nomination – relating nominee's scholarly work to the criteria for the awards
- 3) Nominee's Reflective Statement in which he/she discusses scholarly work and provides supporting evidence for Letter of nomination of no more than five typed pages
- 4) Letters of Support from one to three internal or external colleagues to complement the Letter of Nomination, one to two typed pages each
- 5) Nominee's curriculum vitae – abbreviated and concise, no more than five typed pages

**NOTE: Excessive elements of the nomination package will not be shared with members of the System Award Selection Committee, per their time-sensitive review/assessment process.**

## Selection Process

### For the Campus Awards

Each campus, under the leadership of its chief academic officer, will determine a process for reviewing and recommending one appropriate candidate for consideration for the Scholarly Excellence Awards. The selection process should be centered on the awards' criteria. Once a candidate has been identified, the president will electronically submit the nomination to the Board of Regents, addressed to Dr. Jane M. Gates, Provost

and Senior Vice President for Academic and Students Affairs, to the attention of Arthur Poole at [apoole@commnet.edu](mailto:apoole@commnet.edu).

A campus may determine that there are no nominations sufficiently compelling to recommend for the award on a given year.

### For the System Award

The System Award will be selected from the twelve campus nominations submitted. These nominations will be reviewed by a committee composed of Scholarly Excellence Awards recipients from previous years. The Selection Committee is established and coordinated by the System's Office of the Provost. After reviewing and assessing the nomination packages, the committee will forward its recommendation to the Board of Regents through the System's Office of the Provost for the final selection.

## Publicity

The System Office will work with personnel at the CSCU institutions to ensure that visibility is given to the awards through local and statewide print and electronic media.

## Awards Timeline

Each year, the Provost and Senior Vice President for Academic and Student Affairs will issue a call for nominations and establish and inform the CSCU community of a detailed awards' timeline. A broadly defined timeline is listed below:

October	Call for Nominations issued
November - December	Nominations due at each campus
December - January	Review of nominations by campuses
January	Campuses forward nominations and support materials to Office of the Provost
January - February	System Award selection committee reviews recommendations and submits System Award recommendations to Office of the Provost
March	Academic and Student Affairs Committee of the Board of Regents reviews recommendations and endorses the final selections
March - April	Board of Regents makes final selections
April 13th	Board of Regents recognizes Award recipients at Faculty Advisory Committee's Annual Conference
April - May	Campuses may conduct local institutional Recognition Ceremony