

## **GUIDELINES AND PROCEDURES FOR EXCELLENCE IN RESEARCH AWARDS**

Nominations materials should be sent to Janice Bogan, Assistant to the Vice President for Research, UNH 307C by [Thursday, January 31, 2008.](#)

### ***Nomination Procedures***

Excellence in Research Awards are based on nominations submitted by a colleague in the nominee's academic field or in one of the nominee's fields if his/her work is interdisciplinary. The nominator should specify whether research in the nominee's field is typically more collaborative or individual. The nominator shall prepare a nomination packet that follows these guidelines:

- The nominator will prepare a dossier of no more than ten (10) pages that makes the case for the nominee. A nomination letter, included in the dossier, should document the impact of the nominee's research effort in language easily understood by a general audience. Inclusion of alternate types of information within the dossier is acceptable (e.g., photocopy of publicity, announcements, reviews, letters from UAlbany colleagues), but supplemental material above the ten-page limit may not be evaluated in the review process.
- In addition to the dossier, the nominator will provide an up-to-date copy of the nominee's curriculum vitae. Use of a web-obtained curriculum vitae should be avoided unless it is a full and current version of the candidate's curriculum vita.
- New letters of recommendation from outside the institution should not be requested.
- Materials from the nominee's promotion file should not be included unless they address some of the main criteria.
- If possible, these materials should be submitted in electronic form to simplify distribution.
- Ideally, the nominee should not be aware of the nomination.

### ***Criteria for Recognition of Excellence***

**Outstanding scholarly contributions to the field(s) are measured by the following criteria:**

- **A substantial body of publications or creative works that have exerted a demonstrable influence on the field. The nominator should address these in the order noted. Such demonstrations of influence may take the form of:**  
(please enumerate and address in the order noted)
  - 1) **Publication awards or other forms of honorary recognition;**
  - 2) **Publications by others in the field that make substantial use of the nominee's publications;**
  - 3) **Patterns of citation of the nominee's work that make it clear that the work has had substantial positive impact on the field;**
  - 4) **Translations of the publications into other languages and other ways of using the nominee's work internationally**
  - 5) **One-person exhibitions, musical compositions, or creative writings of international stature and visibility that have received extensive reviews in the critical press;**
  - 6) **Performances for which the nominee is a key contributor (e.g., directing, lighting design, solo orchestral performer) with international visibility and extensive critical reviews.**

**National and international awards and other forms of honorary recognition of research or creative accomplishment.**

- **Influence on the field as demonstrated by research success of graduate students supervised by the nominee and other forms of professional mentorship; key note addresses and other widely reaching contributions to professional conferences at the national and international levels; or contributions to highly visible, juried exhibitions or performances at the national and international levels.**
- **Grants and fellowships received over the course of the nominee's career. The importance of such grants and fellowships will be determined primarily by the academic stature of the grant in relation to the nominee's field(s). When appropriate, the amount of funds generated by the grants may also be considered.**

**Information on external grant record should include whether the nominee is the principal investigator and should address the general availability of funding in the nominee's field.**

- **Work that has had an influence beyond academia. This might include influences of the nominee's work on such areas as public policy or professional/governmental/educational practices.**
- **Excellence would typically be reflected in a sustained effort across a career. Nonetheless, extraordinary impact of an exceptional research project over a shorter period of time may be worthy of consideration.**

### ***Evaluation Procedures and Determination of Recipients***

**Nominations will be sent to the Vice President for Research. The Council on Research, or its subcommittee on awards nominations, will evaluate the nominations and the Council will recommend a list of recipients to the Vice President for Research. As an ex-officio member of the Council on Research, the Vice President for Research may participate in the Council's deliberations. The Vice President will then forward the recommendations, along with comments, to the Provost/Officer-in-Charge for final determination.**

**In assessing each nominee, the Council on Research, the Vice President for Research and the Provost/Officer-in-Charge will judge the scholarly or creative accomplishment of the nominee in relation to the field or fields in which the nominee works. The nominating letter should, therefore, contextualize the nominee's contribution to the field(s) in question by explaining its specific positioning within the field(s).**