GUIDELINES AND PROCEDURES FOR THE EXCELLENCE IN RESEARCH & CREATIVE ACTIVITIES AWARD

The Excellence in Research and Creative Activities Award is designed to acknowledge and recognize consistently outstanding accomplishments in research and creative activities conducted by the University at Albany faculty. Faculty members are nominated by their colleagues for this award. Nominations should be submitted electronically to Sarah Iacobacci, Staff Assistant in the Office of the Vice President for Research at siacobacci@albany.edu by Thursday, November 1, 2012. Guidelines for preparing the nominations are below.

Eligibility Requirements

In general, candidates must have completed at least three academic years of full-time service out of five years at the University at Albany prior to the year of nomination. Candidates must also be full-time teaching, tenured or tenure-track faculty. Individuals holding the title of Distinguished Professor may not be nominated for this award.

General Restrictions on Eligibility

- Individuals holding the title of lecturer or titles of qualified academic rank (preceded by the designation “visiting” or other similar designations) may not be nominated;
- Recipients of an Excellence in Research and Creative Activities Award (formerly Excellence in Research Award) may not be re-nominated for this award.

Guidelines for Nomination

Because this award is based on the colleagues’ nominations, the nominee should not be aware of the nomination. All deliberations of the campus committee should remain confidential.

Letters of recommendation are required; at least three of which should be external peer evaluations (from impartial referees from the nominee’s discipline). If the nominee has letters of this kind received in the last three years for promotion and tenure or some other award, those could be used. Other materials from the nominee’s promotion and tenure file should not be included unless they address some of the main criteria.

The nominator should specify whether research in the nominee’s field is typically more collaborative or individual.
The nomination packet should be in the following format:
1. Cover letter, in a single sheet, include,
   a. name, rank, department, and school/college of the nominee
   b. Title or description of the work on which the nomination is based
   c. Names of those making the nomination and the name of the individual to contact for additional information.
2. Documentation of the impact of the nominee’s research and creative activities effort in language understood by individuals outside the discipline in no more than ten (10) pages. The narrative should also contextualize the nominee’s contribution to the field(s) in question by explaining its specific positioning within the field(s);
3. Alternate types of information (e.g. photocopy of publicity, announcements, reviews);
4. An updated copy of the nominee’s CV; and
5. Letters of recommendation; at least three of which should be from external reviewers. If the nominee has letters of this kind received in the last three years for promotion and tenure or some other award, those can be used. Other materials from the nominee’s promotion and tenure file should not be included unless they address some of the main criteria.

Selection Criteria

The selection criteria for these awards shall include a reasonable combination of, but are not restricted to, the criteria below. The nominator should specify whether research in the nominee’s field is typically more collaborative or individual. Please note that the order does not reflect the importance of the nominee’s contribution.

For research in the physical sciences, life sciences, social sciences, public policy, nanoscale sciences, and humanities, outstanding scholarly contributions to the field(s) are measured by the following criteria:

A sustained record of research publications in peer-reviewed journals, research monographs, and/or research-oriented texts;

Publication awards or other forms of honorary recognition;
Publications by others in the field that make substantial use of the nominee’s publications;

Patterns of citation of the nominee’s work that make it clear that the work has had substantial positive impact on the field;

Translations of the publications into other languages and other ways of using the nominee’s work internationally;

Record of presenting at national and/or international conferences;

Presentation of papers published in conference proceedings and/or digests;

National and international awards and other forms of honorary recognition of research accomplishment;

Graduate students supervised by the nominee and other forms of professional mentorship;

Grants and fellowships received over the course of the nominee’s career. 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;

Patents awarded; and

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.

For creative activities in the fine or performing arts or those fields where creative productivity constitutes scholarship, outstanding scholarly contributions to the field(s) are measured by the following criteria:

One-person exhibitions, musical compositions, shows, or creative writings of international stature and visibility that have received extensive reviews in the critical press;

Performances for which the nominee is a key contributor (e.g., directing, lighting design, solo orchestral performer) with international visibility and extensive critical reviews;

Record demonstrating evidence of grants or fellowships received;
Inclusion of works in permanent collections, retrospectives, and other forms of external recognition and acclaim; and

Contributions to highly visible, juried exhibitions or performances at the national and international levels.

**Evaluation Procedures**

The Council on Research, or its subcommittee on award nominations, will evaluate the nominations and will forward recommendations to the Vice President for Research for the University’s Excellence in Research and Creative Activities Award. As an ex-officio member of the Council on Research, the Vice President for Research may participate in the Council’s deliberations.

Nominations should describe all the information needed for review and selection of a successful candidate; however, additional information may be requested. Please submit nominations electronically to Sarah Iacobacci, Staff Assistant in the Office of the Vice President for Research, sjacobacci@albany.edu by November 1, 2012. Please contact Sarah Iacobacci at (518) 956-8173 if you have any questions.