



**Academic Awards Committee**  
**SELECTION PROCEDURES FOR LIFETIME AND FIVE-  
YEAR ACHIEVEMENT UNIVERSITY  
RESEARCH/CREATIVE ACTIVITY AWARDS**

Objective

The annual lifetime and five-year achievement university research/creative activity awards reward originality and excellence in research and creative activities as evidenced by sustained high quality work performed while contributing to the academic functions of East Carolina University at any rank or status.

Awards Per Year

A maximum of two annual lifetime and two annual five-year achievement university research/creative activity award recipients. These awards carry a monetary prize and are presented in a special awards ceremony each spring.

Eligibility

Nominees

must:

- have demonstrated sustained high quality research and creative activity while contributing to the academic functions of ECU at any rank or status;
- have taught at ECU at least five continuous years; and
- have been involved in research at ECU in the academic year in which they are selected.

Nomination Procedures and Guidelines

Nominations may be made in the following ways:

1. by the department-level academic units (including areas of concentration) or
2. by other representatives in the faculty member's field of work.

Nominations from academic units must be based on the unit's stated criteria for evaluating faculty research and creative activities. Independent nominations must include a similar statement of perspective, specifying criteria against which the applicant may wish to be judged.

Nominations should:

1. provide evidence of the nominee's productivity;
2. provide peer review evidence of the value and influence of the nominee's work;
3. provide any additional information that could assist the selection committee with reaching a decision;
4. focus on the nominee's research and creative achievements during five years of continuous service at ECU if nominated for the five-year award;
5. focus on the nominee's research and creative achievements sustained over their entire career, with an emphasis on work accomplished at ECU, if nominated for the lifetime award.

Nominations are made by submitting a letter addressing the criteria outlined above. The letter must specify the award for which the nominee is to be considered (five-year or lifetime), and should be submitted electronically to the Office for Faculty Excellence (OFE) in Joyner Library Rm. 1001 no later than 5:00 p.m. on September 15<sup>th</sup>, or the next business day if the 15<sup>th</sup> falls on a

weekend. Nominees will be contacted by the OFE following the nomination deadline and provided with information about the application packet they must submit if they wish to pursue the award.

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1<sup>st</sup> falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. Additional information may be requested as necessary to comply with UNC-GA requirements.

The application packet must adhere to the following specifications. It must:

1. include representative examples of your research and creative activity.
2. utilize margins, fonts, type sizes, and colors to ensure readability; and
3. be a total of 50 pages or fewer, excluding the itemized list and CV.

The application packet must include:

- Contents: itemized list of all materials in the application packet
- Cover letter
- Nomination letter
- CV: a complete curriculum vitae
- Research materials: at least 1, and no more than 3, samples of your published research and/or creative activity output that can be submitted electronically. Examples include, but are not limited to, entire journal articles, excerpts from journal articles or books, still photos, and links to digital media.
- 3 external letters of recommendation on institutional stationery providing evaluations of the nominee's research and creative activity accomplishments and contributions. External recommendations should be unbiased and provide an objective assessment of a nominee's research and creative activities. These letters should describe and emphasize the impact of the nominee's body of work on their field of scholarship. The person providing the recommendation must describe the nature of any relationships (both past and present) between the writer and the nominee.

### Evaluation Procedures

In September, the Academic Awards Committee appoints three to five members to serve as the selection committee. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion.

In December, the Academic Awards Committee will forward to the Vice Chancellor for Research, Economic Development and Engagement the names of all nominees, indicating those they have selected to receive the awards, and the supporting documentation of the selected recipients. The Vice Chancellor reviews the selected recipients' research materials in accordance with the approved award procedures and either concurs or meets with the committee to seek resolution.

In the Spring, the award recipients will be recognized during the annual Research and Scholarship

Awards Ceremony. Following the public announcement of this award, the Vice Chancellor will send letters of recognition to the recipients and letters of appreciation to nominees.

The award-winning portfolios will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.

(Faculty Senate Resolutions #09-34; #12-72; #17-41, #21-34)