

GRAND VALLEY STATE UNIVERSITY

College of Community and Public Service
Outstanding Contribution in a Discipline Award

The guidelines for nomination and selection of candidates for this award are as follows:

- a. The CCPS Outstanding Contribution to the Discipline Award is for an outstanding contribution to the discipline, and is specifically separate from awards granted for outstanding teaching or other accomplishments.
- b. This award is based on the following criteria:
 - Clearly demonstrated research, scholarly, or creative accomplishment or service through professional organizations
 - Work that is documented as exceptional by professional peers or public acclaim according to one of the following specific criteria:
 - publication in professional media
 - professional awards, prizes, or honors
 - unsolicited reviews by critics or peers
 - support received through competitive applications to funding agencies or impact on others in the discipline
- c. The CCPS Faculty Advisory Committee will select the awardees and forward their names to the Dean by May 1.
- d. Only full-time tenured or tenure-track faculty are eligible for the Outstanding Contribution in a Discipline Award.
- e. There shall be a maximum of one award made each year, which consists of a plaque, recognition at the fall CCPS retreat, and a \$500 monetary award.
- f. Recipients may not receive the award more often than once every five years. Though the award may be repeated after 5 years, a second award will be based only on activities completed following the latest prior award to that recipient.
- g. Nominations for the award may be solicited by the candidate or come from students, alumni, other faculty, or the nominee's academic unit. Once the nomination is made, the unit head/director is responsible for working with the nominee to compile the necessary application materials.
- h. Nominations for the award are in effect for a period of two years.
- i. A nomination form is needed to place a candidate's name into consideration. This form may be downloaded and printed from the CCPS website. The deadline for submission of this form and supporting materials is April 1.
- j. The award may recognize a single, clearly exceptional accomplishment or a continued record of achievement.
- k. The award will be based primarily on accomplishments while a member of the GVSU CCPS faculty.

- j. It is the responsibility of the nominee's unit head or director to assemble the following material in support of the nomination, and submit them to the CCPS College Advisory Committee by April 1.
 - i. A statement from the nominator, one or two pages in length, discussing the nominee's professional accomplishments deemed most significant.
 - iii. The nominee's up-to-date curriculum vita.
 - iv. Three letters of support from peers in a position to evaluate the nominee's work. At least one of the three letters of support must come from outside of GVSU, and all should be mailed directly to the Chair of the CCPS College Advisory Committee **by April 1**. Each supporting letter should include:
 - A description of the supporter's basis of knowledge of the nominee and the nominee's work.
 - A written statement evaluating the nominee's creative contribution to his or her field.
- k. Other relevant documentation to demonstrate how the nominee meets the above criteria