

In 1982 Grand Valley State University instituted awards to recognize distinguished contributions in a discipline. This award is given to a member of the faculty (tenured or tenure-track) whose performance in scholarly or creative activities, or whose contributions through service to professional organizations, is clearly outstanding. The basis for this award is demonstrated research, scholarly, or creative accomplishment or service through professional organizations, i.e., significant contribution to one's discipline, 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. The award may recognize a single, clearly exceptional accomplishment or a continued record of achievement. The award will be based primarily on accomplishments while a member of the GVSU faculty.

The Committee requires strong and substantial evidence for nominees. Each dossier must contain all of the following. Dossiers with missing items will be returned unread.

1. Completed Declaration Page
2. A statement from the nominee, one or two pages in length, of that person's professional accomplishments deemed most significant
3. Chair's letter (unless chair is the candidate): Must provide specific and detailed evidence on the quality and impact of the nominee's research. Examples of evidence supporting the candidate's accomplishments should include information about the scope, longevity and effect of his/her efforts
4. A current *curriculum vitae*.
5. Four letters of support from peers in a position to evaluate the nominee's work. At least two of the four letters of support must come from outside of GVSU, and all should be mailed directly to the

chair of the nominee's department as listed on the letter of support. The Research and Development Committee recognizes that there is a significant diversity of disciplines and recognized scholarly activities. To ensure that nominations from all disciplines are given a fair evaluation for the Distinguished Contribution in a Discipline Award, letters of nomination should address key categories and concepts for assessment of scholarly activity and research, as recognized within the candidate's discipline.

6. Other supplementary materials may be submitted as part of the PDF but are not required

**Please note: ONLY the above stated documents, combined into a single PDF, will be accepted as a completed nomination packet. No additional documents will be accepted. Please submit electronically to:

csce@gvsu.edu

Procedures for Administering the University Distinguished Contribution in a Discipline Award

1. Each year the Faculty Research and Development Committee will request nominations. Each nomination, which may or may not be solicited by the candidate, must be supported in signature by three peers within or outside GVSU and the Dean's signature. Members of the Faculty Research and Development Committee may not nominate candidates for this award. A faculty member may be nominated by his/her unit, a faculty member inside or outside his/her unit, or by any student or alumni with knowledge of the nominee's qualifications for the award.
2. A complete dossier must be received by the Center for Scholarly and Creative Excellence no later than November 1. The nominee's unit is responsible for obtaining pertinent data and providing the required information. *Please check with your Dean for any deadline requiring you to submit to the Dean's office for review and signatures prior to being sent to CSCE by November 1.*

3. The Faculty Research and Development Committee will review all candidates and make appropriate recommendations to the Provost by December 15.
4. The Provost will inform the Research and Development Committee and the awardee of her decision. The awards need not be made each year if, in the opinion of the Provost and/or the Committee, there are no suitable candidates.
5. The award, consisting of a plaque plus a cash payment, is presented by the Provost at the Faculty Awards Convocation, held on the first Thursday in February.

Declaration Page

The undersigned believe that _____ of _____ at Grand Valley State University deserves consideration for an award in recognition of distinguished contribution to a discipline.

Support for this nomination by signature from three peers, *and the Dean of the faculty member nominated*, is required. These signatures may be from within or outside Grand Valley State University. These signatures, and supporting materials, must be received by the Center for Scholarly and Creative Excellence no later than November 1.

The basis for this award is clearly demonstrated research, scholarly, or creative accomplishment or service through professional organizations, i.e., significant contribution to one's discipline, 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.

| Date | Signature | Printed Name | Academic Unit (Department) |
|-------|-----------|--------------|----------------------------|
| _____ | _____ | _____ | (Dean) |
| _____ | _____ | _____ | (Peer) |
| _____ | _____ | _____ | (Peer) |
| _____ | _____ | _____ | (Peer) |

Letter of Support

has been nominated for an award that is based on clearly demonstrated research, scholarly, or creative accomplishment or service through professional organizations, i.e., significant contribution to one's discipline, considered as exceptional by professional peers or public acclaim, documented by one or more of the following specific criteria: (a) publication in professional media; (b) professional awards, prizes, or honors; (c) solicited or unsolicited reviews by critics or peers; (d) support received through competitive applications to funding agencies; or (e) impact on others in the discipline. Written evaluations by peers from both within and outside GVSU are required.

The letter of support must reach the nominee's department chair, as listed below, in ample time for the department to submit a completed dossier for university review on November 1.

Append one or more sheets on which you: (a) define your basis of knowledge of the applicant and the applicant's work; (b) provide a statement evaluating the candidate's research, scholarly, or creative contribution to his/her field; and (c) describe the degree to which the nominee's research has influenced the development of the field. These letters should be written so that lay people outside the nominee's area of expertise can readily discern this critical information.

YOUR NAME:

YOUR PROFESSIONAL ADDRESS:

Please sign and date below:
