

## Awards for Excellence in Research, Scholarship or Creative Activity Guidelines

The University of Houston is pleased to announce the Awards for Excellence in Research, Scholarship, or Creative Activity Program for 2020-2021. Awards of \$8,000 each will be made to six (6) faculty, two (2) each at the Assistant Professor, Associate Professor and Professor levels.

Awards at the rank of **Professor** are for those who have compiled a substantial continuing record of outstanding research, scholarship or creative activities. Nominees for this award must have achieved pre-eminence in their field. At the time of nomination, an individual must have at least five (5) years of service at the University of Houston.

Awards at the rank of **Associate Professor** are for those who have established a growing record of outstanding research, scholarship, or creative contributions, and who are at the point of emerging leadership in their field. At the time of nomination, individuals must have at least three (3) years of service at the University of Houston.

Awards at the rank of **Assistant Professor** are for those who have demonstrated great potential in research, scholarship, or creative endeavors by virtue of the exceptional quality of their early contributions. At the time of nomination, individuals must have at least two (2) years of service at the University of Houston.

Nominations are sought from all units across campus but should be limited to those individuals who are clearly exceptional. **In an effort to honor as many faculty as possible, an individual can receive an award only once at any level and faculty who have won an Award for Excellence in Research, Scholarship or Creative Activity at any level may not be nominated again.** We trust that these awards, although limited in number, will provide visibility and appreciation for the excellent research, scholarship and creative activity found throughout the University.

Self-nominations are not allowed. Nominators must be faculty members at the University of Houston and *may make no more than one nomination at each rank.* Members of the review subcommittee must not review or vote on nominees from their own department and must excuse themselves from any meeting during the time when such nominees are discussed.

Evaluations will be based on persuasiveness of arguments for merit and evidence of the nominee's accomplishments as described in:

1. The letter of nomination
2. Relative comparisons with others in the field, as well as significance and scope of contribution(s) as described in *arm's length letters* from outside the University and in the nominee's field
3. Assessment of accomplishments from the CV

Each candidate will be rated on criteria relevant to their discipline. Examples (not exhaustive and a variety of accomplishments are possible across disciplines): articles, books, choreographies, citations, commissioned works, concerts, critics' reviews, directing plays and/or films, exhibitions, installations, fellowships, grants, key roles in significant projects, national/international awards, patents, peer-reviewed publications, inclusion in important anthologies, prose and poetry collections, press releases, prizes, recordings, translations and/or critical editions, translations of the candidate's work, monographs, invited/keynote presentations at major national/international meetings and at other universities, and other research funds from donations, contracts, or agencies with limited competition and/or peer review. Candidates are evaluated by the *Research Excellence subcommittee, which is composed of members across multiple colleges elected to faculty senate Research and Scholarship Committee. This subcommittee regularly reviews statements of "research excellence" (per discipline cluster or department) provided by the Associate Deans of Research for each College and conducts a full committee review and discussion of each applicant in their deliberation.*

Nomination letters should explain how the nominee's accomplishments match the standards of excellence for awards in any of these areas. **Three** letters of recommendation should be from people in the nominee's area who can attest to the significance of the nominee's accomplishments and should not be from collaborators or friends from outside the University (i.e., the letters should be at arm's length, much like letters used in tenure and promotion applications). The letters should describe the familiarity of the referee with the candidate, the nature of any relationship to the nominee, and the history of any professional relationships. The evaluation subcommittee provides greater weight to letters from fully arm's length reviewers. A short Biosketch for each reviewer should be included, which can be in NSF, NIH, or NEH format, or in a narrative format. Letters of reference can be used for a period of up to 3 years. If a nominee is being re-nominated, the letter of nomination and the CV must be updated.

Nominations must be submitted electronically using the link to the online nomination form located on the Excellence Awards webpage. Attach all required documents to the nomination form as (1) single PDF no later than 5p.m. Friday, January 15, 2021.

**No nominations will be accepted after the deadline.**

### **Schedule**

<u>Program Announcement:</u>	October 22, 2020
<u>Nominations due:</u>	January 15, 2021
<u>Initial Review Completed:</u>	February 19, 2021
<u>Announcement of Awards at Faculty Award Dinner:</u>	Spring 2021

### **Guidelines for the nomination letter:**

Candidates at the level of **Professor**: The nominator should describe significant accomplishments by the nominee, relating them to the impact they have made on the field, the university, and the department (800 words maximum).

Candidates at the levels of **Associate Professor** and **Assistant Professor**: The nominator should describe the nominee's impact on her/his department with emphasis on evidence of the nominee's accomplishments and potential for achieving research, scholarship, or creative pre-eminence (800 words maximum).

Attach the nominee's complete curriculum vita.

Attach **three** letters of support from individuals outside the University and in the nominee's field, along with an abbreviated Biosketch in NSF, NIH, NEH, or narrative format of the individual writing the letter. Although these letters are valid for three years from the date they were submitted, the nominee may update them. Regardless of when they were received, the letters must be included in the nomination package.

Create a nomination packet using the criteria listed above and attached it to this nomination form as a **single PDF** with the appropriate titles for each section.

**\*\*\*ONLY THE FIRST ATTACHED PDF WILL BE REVIEWED AND CONSIDERED\*\*\***

### **Assistance**

Any questions about this program should be referred to Dr. Jack M. Fletcher, [jackfletcher@uh.edu](mailto:jackfletcher@uh.edu)  
Only the award winners are announced. People who do not receive awards are encouraged to reapply, but will not be notified and no feedback will be provided.