**EXCELLENCE IN SCHOLARLY AND CREATIVE ACCOMPLISHMENTS**

**Excellence in Scholarly and Creative Accomplishments Award Description:**

“Scholarly and creative accomplishments” is defined as published or performed original and/or creative works appropriate to one’s discipline.

The Excellence in Scholarly and Creative Accomplishments Award provides recognition to a tenured/tenure-track faculty member who has demonstrated an ongoing record of excellence in formulating, executing, and making public original works that have value in his/her discipline. The recipient of the Excellence in Scholarly and Creative Accomplishments Award will receive $5000 and a medal.

**Award Criteria**

A faculty member must have no fewer than five years of service at Sam Houston State University to be eligible for nomination. There should be substantial evidence that a nominee’s scholarly and/or creative accomplishments have had an unusually great impact. There should be substantial evidence that the nominee’s professional life has been characterized by a commitment to research, scholarly and/or creative accomplishments, as opposed to a one-time major achievement. There should be evidence of both past and current excellent contributions to the nominee’s discipline. Past recipients are ineligible for subsequent awards.

**Selection Committee Appointment**

The President makes all appointments from University Faculty Senate nominations. There will be a representative from each college and the library on the committee. The chair of the committee will be chosen by the Committee on Committees no later than October 1 of the academic year. Members serve three-year terms expiring at the end of the fiscal year, staggered in such a way as to ensure continuity of the committee.

**Committee Guidelines**

1. Scholarly and creative activities being reviewed should be those which occurred while the nominee was employed by Sam Houston State University in a tenured/tenure-track position.
2. Documentation supporting the nominee’s scholarly and creative activities should:
	1. Provide sufficient evidence that the nominee did, in fact, contribute largely to the activity; and
	2. Provide sufficient testimony to establish the significance/worth and scope of the nominee’s accomplishments.

**Nomination Guidelines**

1. Each department will nominate a single individual, whose name and packet of supporting documentation will be forwarded to his/her respective College committee chair.
2. Each college will establish a committee to nominate up to two individuals from the pool of candidates forwarded by the departments. The one or two finalists from each college will automatically be eligible for the SHSU Scholarly and Creative Activities Award.
3. In addition to departmental nominations, peer nominations are encouraged to ensure that other outstanding candidates are considered. A substantial letter of support is required for peer nominations.

**Committee Process**

1. Starting no later than December 1 of the academic year, the chair of the committee will begin soliciting nominations.
2. Peer nominations and college-level finalists will be forwarded to the chair of the committee no later than the 2nd Friday in February.
3. The chair of the committee shall oversee the nomination process and the collection of all review materials from each of the nominees. The chair will provide access to these materials to each member of the committee.
4. Depending on the number of nominations received, the committee may choose to select 5-8 finalists from whom complete supporting documentation would be requested. The committee chair will communicate with each finalist as to the form and the type of documentation or other information that will be reviewed by the committee.
5. Every committee member will review the documentation provided and score each finalist, and the chair will rank order the scores of the candidates to determine the winner. The method of ranking will be determined by the committee before the scoring is accomplished.
6. Prior to communicating the decision to the Provost’s office, the committee will meet to discuss the results, thus giving each member the opportunity to explain his/her ranking. A final decision will be made at this time.
7. The Committee chair will deliver the name of the selected candidate to the Provost’s Office for further consideration no later than the first Friday of April. In addition, the chair will provide an executive summary regarding the committee process and decision to the Provost to ensure clarity regarding considerations and progression of the decision.