

**PROCEDURES, GUIDELINES AND CRITERIA FOR SELECTION OF THE  
RECIPIENTS OF EXCELLENCE IN RESEARCH AND CREATIVE  
ACTIVITIES AWARDS**

**COLLEGE OF ARTS AND SCIENCES, EASTERN KENTUCKY UNIVERSITY**

I. Procedures and Guidelines:

1. The Research and Faculty Development Committee shall be responsible for reviewing applications for the College of Arts and Sciences Excellence in Research and Creative Activities Awards.
2. The composition of the committee and the procedures for the election, appointment, and replacement of its members are outlined in the *Policies and Procedures for the Research and Faculty Development Committee*.
3. If a faculty member or a member of his or her immediate family is being considered for the Excellence in Research and Creative Activities Awards, that member shall be replaced by an alternate when the committee is reviewing applications for these awards.
4. For the purposes of selecting recipients of the College of Arts & Sciences Excellence in Research and Creative Activities Awards, the departments within the College are divided into the following areas:
  - Area I:* Department of Art & Design, Department of English & Theatre, Department of Foreign Languages & Humanities, Department of Music, and Department of Philosophy & Religion.
  - Area II:* Department of Biological Sciences, Department of Chemistry, Department of Computer Science, Department of Earth Sciences, Department of Mathematics & Statistics, and Department of Physics & Astronomy.
  - Area III:* Department of Anthropology, Sociology & Social Work, Department of Economics, Department of Geography, Department of Government, Department of History, and Department of Psychology.
5. Three research awards will be available, one for each area defined in Section I-4.
6. All full-time tenured and tenure-track faculty in the College of Arts and Sciences are eligible for the awards.
7. Recipients of the awards shall be selected by the end of the spring semester preceding the academic year in which the awards are to be made.
8. Award recipients shall not be eligible again for a period of 5 years. For example, a recipient of the Award in the fall 2006 shall not be eligible to receive the award again until fall 2011. Previous recipients shall be considered again based upon their new research accomplishments.

9. Eligible candidates shall submit to the committee (c/o Dean's Office, College of Arts and Sciences, Roark 105) by March 1 a curriculum vitae which demonstrates past and/or present research/creative activity (see Criteria, Section II). They should also submit a statement of no more than three single spaced pages, summarizing their research/creative activity and its goals or purposes (i.e. why was the research/creative activity done and how does it compare to similar efforts in the field?). They should clearly indicate at the top of the statement the area (Area I, II, or III; see Section I-4), for which they are seeking the award. Letters of recommendation are not to be submitted with the candidate's vitae.
10. The award shall be based upon both past accomplishments and evidence of continuing research at Eastern Kentucky University. However, the greatest emphasis shall be placed upon evidence of recent (past 5 years) research.
11. The committee shall rank the submitted applications from each area numerically with the candidate attaining the lowest (best) numerical rank the winner.
12. The committee may choose no winners for one or more areas if there are no outstanding candidates.
13. Each winner of the award shall receive appropriate college recognition (e.g. honorarium and plaque) and 3 hours reassigned time within two semesters, following the semester in which the award is made. Thus, if the award is made in the fall semester, the recipient should receive the reassigned time the following spring or fall semesters.

## II. Criteria

A full documentation of past research/creative activity shall be included in the applicant's curriculum vitae. In this context, research activity is defined as discovery and interpretation of facts, the revision of accepted theories or laws, or the practical application of new or revised theories and laws. Creative activity includes artistic and performing arts as well as written creative works.

### 1. Criteria for research

Evidence of research activity will be examined according to the hierarchical criteria below. Some evidence of activity from Category I is considered essential.

#### Category I.

- a. Refereed publications that are national or international in scope (e.g. journal articles, scholarly books and book chapters, and creative works).
- b. Competitive (peer reviewed) grants received in support of original research.
- c. Significant product or software development for use in original research.
- d. Invited presentations at national or international professional meetings.

### Category II.

- a. Refereed publications that are regional in scope (e.g. journal articles, scholarly books and book chapters, and creative works).
- b. Noncompetitive grants and contracts received in support of original research.
- c. Technical reports.
- d. Refereed presentations at professional meetings.

### Category III.

- a. Non-refereed publications (e.g. journal articles, book chapters, and creative works).
- b. Graduate and/or undergraduate research supervision.
- c. Non-refereed presentations at professional meetings.
- d. Other evidence of research.

## 2. Criteria for creative artistic endeavors

Evidence of creative activity in the art and design areas may include:

- a. Presentation of design work or artwork (original aesthetic objects, designs, as well as materials prepared for reproduction in printed matter) in venues that entail external evaluation based upon scholarly criteria (Juried, curated, or invitational shows).

Typically, the order of exhibition merit is: Solo exhibition, two-person exhibition, and group exhibition. In ranking these, international exhibits are superior to national, national are superior to regional, and regional are superior to local. It is the responsibility of the applicant to demonstrate deviations from these levels of merit.

- b. Review of applicant's design work or artwork in print or electronic publication.
- c. Reproduction of the applicant's design work or artwork in print or electronic publication.
- d. Inclusion of a candidate's artwork in a collection (decreasing order of merit: museum, university, corporate, and private collections).
- e. Competitive (peer reviewed) grants received in support of original artistic work or research.
- f. Design research (e.g. the development of a new type face in graphic design; or lighting in interior design).
- g. Publication of reviews.
- h. Other evidence of creative activities.

### 3. Criteria for performing endeavors

Evidence of creative activity in the performing arts (music, theatre) may include:

- a. Performances.
- b. Productions.
- c. Compositions.
- d. Arrangements.
- e. Technical directions.

In ranking a-e, international activities are superior to national, national are superior to regional, and regional are superior to local. Invited activities are superior to non-invited activities and juried activities are superior to non-juried activities. When comparing activities at the same level (local, regional, national, or international), invited activities are superior to juried activities as invitation demonstrates recognition by peers. Original compositions are superior to arrangements of existing works. It is the responsibility of the applicant to demonstrate deviations from these levels of merit.

- f. Competitive (peer reviewed) grants received in support of creative productivity or research.
- g. Other evidence of creative activity.

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Approved: 1/25/2007.