



## **THE CHANCELLOR'S AWARD FOR EXCELLENCE IN RESEARCH AND CREATIVE SCHOLARSHIP FOR CALENDAR YEAR 2011**

The Chancellor's Award for Excellence in Research and Creative Scholarship represents one of the University's highest honors. The award pays special recognition to our most accomplished scholars. Each spring, nominations will be accepted. The USFSP Research Council then reviews and selects the USF St. Petersburg most outstanding scholar/artist. The honoree will be introduced and recognized at the Faculty and Staff Appreciation Luncheon in April 5, 2012.

### **GUIDELINES**

#### **I. Eligibility**

Candidates must meet the following criteria:

- Must be a full-time faculty member of USFSP for the prior calendar year.
- Must have not previously received this award.
- Must be employed by USF St. Petersburg at the time the award is presented.

#### **II. Nominations**

The nomination process works in the following way:

- Nominations can be made by any member of the university community (including self-nominations).
- Nominations should be submitted to the Regional Vice Chancellor's Office.
- The Regional Vice Chancellor's Office will inform faculty of the nominations.

#### **III. Application Process**

Applicants must submit the following:

- Application form
- *Curriculum vitae*
- A two-page letter describing the importance and meaning of one's research and creative scholarship.
- A complete copy of applicant's most important published or creative work. Examples include publications (books, chapters, articles, and fiction), artwork and graphic design (photographs, commissioned works and exhibitions), and contributions to the advancement of knowledge (published experiments and web sites).
  - Accomplishments during the prior five calendar years will be weighted more heavily, although career research and creative scholarship will be taken into account. A majority of and/or substantive progress towards these accomplishments should have been completed while at USF St. Petersburg.
- Only those materials specifically requested will be considered.

#### **III. Procedures**

- Each College Dean and the Library Dean shall make available to all faculty the application and guidelines for the Chancellor's Award for Excellence in Research and Creative Scholarship.

- Upon nomination, applicants should turn in their files to the Office of Regional Vice Chancellor of Academic Affairs (BAY 204) by the posted deadline.
- The Regional Vice Chancellor shall forward the materials to the USF St. Petersburg Faculty Research Council.
- The winner of the Chancellor's Award will receive a plaque indicating that he or she has won the institution's highest award for research and creative scholarship.
- The winner shall receive a one-time award of \$5,000 and an invitation to address the Fall Academic Convocation.

#### **IV. Deadlines**

Materials may be submitted up to 5:00 p.m. on the day indicated.

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| <b>January 9, 2012</b>   | Announcement of awards sent to College Deans                               |
| <b>January 30, 2012</b>  | Nominations due in Regional Vice Chancellor's office (BAY 204)             |
| <b>February 20, 2012</b> | Applications due in Regional Vice Chancellor's office (BAY 204)            |
| <b>February 22, 2012</b> | Applications forwarded to the USF St. Petersburg Faculty Research Council. |
| <b>March 23 , 2012</b>   | Research Council sends recommendations to Regional Vice Chancellor.        |



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Please type or print clearly.

Name \_\_\_\_\_

College \_\_\_\_\_

Department/Unit \_\_\_\_\_

Rank \_\_\_\_\_

Years at USF St. Petersburg \_\_\_\_\_

The applicant certifies that she or he meets the eligibility requirements of the Chancellor's Award for Excellence in Research and Creative Scholarship.

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Signature

Date

I certify that the applicant meets all eligibility requirements.

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Dean's Signature

Date