



INSTITUTIONAL RESEARCH AWARDS

*(Revised, October 2015)
(Approved by the Faculty Senate, October 2010)*

INTRODUCTION: Historically, Florida Agricultural and Mechanical University (FAMU) has been committed to the concept of rewarding its high achieving faculty. For many years, the reward system weighed heavily towards the recognition of faculty for excellence in teaching. At this particular time, FAMU is also committed to recognizing outstanding university faculty, librarians, and developmental research school faculty for outstanding contributions to "Research and Scholarly Activities."

BACKGROUND: Faculty members at FAMU are expected to teach, conduct research, and render service to the University, their profession, and the community. Furthermore, through their research endeavors, they must apply for and receive grants to enhance their professional goals and to advance the University's mission statement.

"FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research."

The faculty perform the primary academic functions of the University, and its greatness is measured, to a large extent, by those who are committed to providing innovative, effective instruction in the classroom, to developing students for the challenges of the 21st century, to exploring research methodologies for creating new knowledge, and to promoting the highest level of professionalism in their academic disciplines. Therefore, it is all fitting together that faculty whose outstanding research and scholarly activities made significant contributions toward the growth and development of FAMU should be rewarded.

PURPOSE: The purpose of awarding outstanding faculty for **research** and scholarly activities is to recognize members of the FAMU faculty. They have distinguished themselves among their peers both within and outside the University. The awards will also explore models for excellence, which may be used in evaluating research and service in a University setting. The research award will be bestowed upon FAMU faculty through a nomination and a fair peer review by a University-wide "Selection Committee." It will identify the recipients as outstanding members of their profession. The successful candidate(s) should have a continual and coherent record of professional performance and be identified with a distinct body of knowledge. Indicators of significant impact by the candidate's research and scholarly activity and service are essential and, as markers of distinction, are often specific to the candidate's discipline or area of academic pursuit. The selected individuals must have unassailable credentials worthy of the University award.

TYPE OF AWARDS: There will be three levels of awards for outstanding achievements in **research** and scholarly activities.

- 1. Distinguished Researcher, One (1) Award**
- 2. Research Excellence Two (2) Awards**
- 3. Emerging Researcher, Three (3) Awards**

In each category, there is a maximum number of awards that may be granted. However, that number depends on the quality of the applications.

NOMINATION: Candidates for these research awards shall be nominated by a FAMU faculty member of comparable or higher rank who is familiar with the nominee's research activities. The nomination form provided in the application package must be completed and include the typed name, title, affiliation, address, and *signature* of the nominating individual along with a brief justification for the nomination (all included in one page or less, (See pg. 7). All nominations form must be emailed to the President of the Faculty Senate (Dr. Ann Marie Cavazos) via email ann.cavazos@famuedu and the Faculty Senate Coordinator (Ms. Tanya Milliner) via tanya.milliner@famuedu. **(Please send the document as a PDF file because of the signature)**

SOURCE OF FUNDS AND THE SELECTION COMMITTEE:

The institutional **research** awards will be funded from the Division of Research's budget, upon the approval of the Vice President for Research. The Office of the Vice President for Research will determine if the budget for this award will be granted every year in October.

The **Research Awards Selection Committee Members** are appointed by the Office of the Faculty Senate and in consultation with the Office of the Vice President for Research. The Vice President for Research will choose an appropriate time and venue to award the recipients.

SELECTION CRITERIA (FOR ALL AWARDS): The criteria include, but are not limited to:

- Receipt of prestigious national or state awards or prizes;
- A record of substantially continuous funding from significant research foundations or agencies such as NIH, NSF, NASA, USAID, Department of Education, Department of Agriculture, Department of Defense or any other federal, state and private grants.
- Receipt of a major award from an institutional or primary professional society;
- Major publications (books, chapters, and original articles), shows, exhibits and the like, as appropriate to the candidate's discipline, or have been the subject of a major critical review;
- Citations of significant work by recognized entities;
- Evidence of collaborative research activities/projects/accomplishments.
- Outstanding professional service that constitutes significant recognition such as participation in national research proposal reviews or journal article reviews or election to a leadership position in primary professional associations.
- Leadership role in the development of significant institutional research centers or programs.
- Contributions to institutional faculty development activities;
- Contributions to the teaching and development of undergraduate and graduate students and postdoctoral fellows; and
- Participation and presentation of major research findings in national and international meetings.

1. DISTINGUISHED RESEARCHER AWARD: This award will be bestowed upon a senior faculty with distinction. The distinction is a measure across all areas of research responsibility -- research and scholarly activities, peer recognition, ability to secure federal, state and private research resources (grantsmanship), training and development of undergraduate and graduate students and postdoctoral fellows, publication records and dissemination of research materials (national and international presentations). The "Distinguished Researcher Award" should signify that the recipient is genuinely distinguished:

- A senior FAMU faculty is a full professor and who served FAMU with distinction for at least 12 years (at the time of application).
- After a thorough review, the Selection Committee will submit one (1) candidate for the award to the Office of the President of the Faculty Senate.
- The President of the Faculty Senate will officially recommend the selected name to the Office of the Vice President for;
- The selected individual will receive a \$5,000 one-time cash award as the recipient of the Distinguished Researcher Award.
- The recipient will receive a commemorative plaque; and
- The Distinguished Researcher Award will be given only *once* to an individual during his or her tenure at the University.
- The recipients of the "Distinguished Researcher Award" will not be eligible for any of the other research award categories.

SELECTION CRITERIA: The selection criteria were listed earlier.

2. RESEARCH EXCELLENCE AWARD: This award will be given to outstanding faculty members who excel in all areas of research responsibility in a manner as outlined in the earlier award:

- All FAMU faculty who served the institution for at least six years (at the time of application) and who have not previously received the Distinguished Researcher Award are eligible for nomination.
- The Selection Committee may recommend a maximum of two (2) candidates to the Office of the Faculty Senate.
- President of the Faculty Senate will officially recommend the selected name to the Office of the Vice President for Research;
- The recipients will be honored with a plaque and a \$3,000 one-time cash award for each: and
- The recipients of the Research Excellence Award will not be eligible for any of the other research award categories for seven years.

SELECTION CRITERIA: The selection criteria were listed earlier.

3. EMERGING RESEARCHER AWARD: This award will be given to outstanding younger faculty members who engage in all areas of research and who demonstrate research excellence in their own fields of expertise. This award will be given in a manner as outlined in the earlier awards:

- All FAMU faculty who served the institution for less than six years are eligible for nomination.
- The Selection Committee may recommend a maximum of three (3) candidates to the Office of the Faculty Senate.
- The President of the Faculty Senate will officially recommend the selected name to the Office of the Vice President for Research;
- The recipients will be honored with a plaque and a \$2,000 one-time cash award for each; and
- The recipients of the Emerging Researcher Award will not be eligible for any of the other research award categories for five years.

SELECTION CRITERIA: The selection criteria were listed earlier:

**FLORIDA A&M UNIVERSITY
2020-2021 INSTITUTIONAL RESEARCH AWARD**

RESEARCH AWARD NOMINATION FORM

*Please email the completed nomination form to the President of the Faculty Senate (Dr. Ann Marie Cavazos) via email: ann.cavazos@famu.edu and the Administrative Assistant (Ms. Carucha Nelson) via carucha.jones@famu.edu. The **FAMU Office of the Faculty Senate, 664 Gamble St., Tallahassee, FL 32307** (Telephone – 850/599-3023). (Please email the document as a pdf file because of the signature).*

NO SELF-NOMINATION

1. Name of the Nominating Person: _____ Academic Title: _____

Academic Unit: _____ Work Address: _____

Telephone Number: _____ E-mail Address: _____

2. Name of the Nominee: _____ Academic Title: _____

Academic Unit: _____ Work Address: _____

Telephone Number: _____ E-mail Address: _____

3. Identify the Type of Research Award Nomination: _____

4. Provide Brief Justification for the Research Award Nomination (please type on this page only):

5. Signature of the Nominating Person: _____ Date: _____

FLORIDA A&M UNIVERSITY
2020-2021 INSTITUTIONAL RESEARCH AWARD
***** APPLICATION PROCESS TIMELINE**

Activities	Dates		
	Day	Month	Year
1- Nominations Open	Wednesday, 25 th	November	2020
2- Nominations Close (DEADLINE)	Friday, 11 th	December	2020
3- Nominations Close (DEADLINE)	Monday, 11 th	January	2021
4- Applications Submitted (by Nominees) to the Office of the Faculty Senate Deadline	Monday, 1 st	February	2021
5- Institutional Research Award Applicants Evaluations Conducted	Wednesday, 3 rd	February	2021
6- Finalists Interviewed	Monday, 19 th	March	2021
7- Recommendation(s) of Research Award Recipients to be Submitted to the Office of the Faculty Senate	Wednesday, 24 th	March	2021
8- Recommendation(s) of Research Award Recipients to be Submitted to the Office of the Vice President, Division of Research	Monday, 5 th	April	2021
9- Ninth Annual Principal Investigators' Appreciation and 2021 Researchers of the Year Award Luncheon	Friday, 23 rd	April	2021

**FLORIDA A&M UNIVERSITY
2020-2021 INSTITUTIONAL RESEARCH AWARD**

RESEARCH AWARD APPLICATION

TYPE OF AWARD APPLIED FOR:

- 1. Distinguished Researcher, One (1) Award**
- 2. Research Excellence, Two (2) Awards**
- 3. Emerging Researcher, Three (3) Awards**

Choose **only one** category from above: _____

Name (PI): _____ Date _____

Rank/Position: _____ Academic Unit/Dept.: _____

Year Promoted: _____ No. Years in Rank: _____

Date Employed at FAMU: _____ No of Years: _____ Months: _____

University Address, E-mail and Telephone Number: _____

I. ACADEMIC TRAINING (PI/PD). Include academic training beyond your terminal degree, if applicable:

College/University	Degree	Academic Discipline	Year

II. OUTSTANDING CONTRIBUTIONS: Explain your outstanding contributions to the University in **research** and scholarly activities.

V. PROFESSIONAL SERVICE. List professional research service at the local, state, national, and international levels (*involving research activities of the PI*).

VI. PUBLICATIONS/SCHOLARLY ACTIVITIES. List activities by title, date, periodical/volume, and number of pages. Separate all books, video developments, chapters and journal publications from **research** presentations in international, national and local meetings *of the PI*.

VII. RESEARCH/GRANTS. List all research projects and grants supporting this nomination. Provide the title, dates, purpose, name of grantor and contract amount.

VIII. AWARDS. List **research** awards you have received in research and service. Include the name of and purpose for the award, organization bestowing the award, and the year received the award *by the PI*.

Name of the Award	Awarder	Purpose	Year

IX. RECOMMENDATIONS. Include in your package at least three recommendation letters from your supervisor, professional colleagues, and/or former students or **research** assistants who are no longer attending or affiliated with Florida A&M University.

<u>Name</u>	<u>Title</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

X. CERTIFICATION. I certify that I am eligible to apply for an institutional **research** award and I am submitting my application for consideration.

Signature Date

NOTE:

Please include a current vita in addition to other supportive data on effectiveness in research and service. You may submit no more than 100 pages in your completed application, documentation included. Two copies of a completed, signed, and bound application package is required. Please note that you can only be nominated for one award category.

Application must be submitted on or before the indicated deadline to:

SUBMIT COMPLETED APPLICATION

To: Institution Research Award Committee Chair:
Dr. Ezzeldin R. Aly, via email: Ezzeldin.aly@famu.edu

Thank you

**Florida A&M University Faculty Senate
Selection Committee for the Investigator Awards (SCIA) Evaluation Form**

Name of the Applicant: _____ Academic Unit: _____

Type of Award Applied For (circle only one):

1. Distinguished Research, One (1) Award
2. Research Excellence, Two (2) Awards
3. Emerging Researcher, Three (3) Awards

Please evaluate the applicant using the following criteria:

CRITERIA	Max. Pts	Evaluation
I. Academic Credentials: Is the applicant's academic training appropriate for his/her rank and responsibility? Did the applicant complete postgraduate study after earning his/her highest degree?	10.0	
II. Research Advising Effectiveness: Evaluate the average rating received by the applicant from the faculty's supervisor, peers, students and other research assistants for research advising effectiveness as evaluated from the submitted letters of recommendation and other documentation materials (e.g. research advising awards received)?	10.0	
III. 1. Research/Scholarly Activities: Evaluate the average rating received by the applicant as evaluated from the faculty's supervisor and peer's recommendation letters that document research and creative activities (any research awards received)?	10.0	
III. 2. Research/Scholarly Activities: Evaluate the number of grants the applicant received for the past 12 years or during the tenure of the applicant? Consider the size and usefulness of the grants.	10.0	
III. 3. Research/Scholarly Activities: Evaluate the number of publications for books, manuals, plays, videos, films and articles published or creative activities presented during the past 12 years or during the tenure of the applicant? Give preference to those in refereed publications and those recognized works of art.	10.0	
III. 4. Research/Scholarly Activities: Evaluate the applicant's contribution to research in the applicant's field of endeavor (consider if any recognitions/awards are received).	10.0	
III. 5. Research/Scholarly Activities: Evaluate the contribution of the applicant to institutional research development (student development, faculty development or infrastructure and program development).	10.0	

IV. 1. Research Service: Evaluate the average rating received on the applicant's evaluation for performance of research service as evaluated by his supervisor, peers, students and research assistants?	10.0	
IV. 2. Research Service: Evaluate the quality of the applicant's service to her/his professional organizations.	10.0	
IV. 3. Research Service: Evaluate the quality of the applicant's service as a professional to her/his community.	10.0	
TOTAL NUMBER OF POINTS	100.0	

Evaluator's Number _____ Date _____

FINAL OVERALL SCORE

Name of the Applicant _____ Academic Unit: _____

Date: _____

EVALUATION	SCORE
A. SCORE OBTAINED FROM THE DOCUMENT EVALUATION - (90% OF THE OVERALL SCORE):	
B. SCORE OBTAINED FOR THE INTERVIEW SESSION - (10% OF THE OVERALL SCORE):	
C. TOTAL OVERALL SCORE (100%):	

IMPORTANT NOTE: A short list will be established by the Selection Committee by reviewing the scores obtained from the applicant documents' evaluation. Only those included in the short list will be invited for the interview sessions. The score received in the interview session will then constitute 10% of the total overall score.

Approved by the Faculty Senate SCIA on 12-16-2009