

## **Southern Oregon University Distinguished Scholarship Award**

The Southern Oregon University (SOU) Distinguished Scholarship Award honors SOU faculty for their Scholarly Activity that centers on pursuing and sharing new knowledge or insight.

### **Award**

Up to two awards will be given on an annual basis. If there are no qualified candidates, then an award will not be given that year.

The award includes a certificate, plaque and a \$500 honorarium and may include a graduation regalia stole. The awardees' names will be added to the Distinguished Scholarship plaque displayed in Churchill Hall.

Awardees are to be recognized by the Faculty Development Committee Chair or committee designee at the End-of-the-Year Breakfast. A brief summary of each awardees' qualifications will be presented, and awardees will each be given a certificate. Awardees will not give speeches and are not required to attend the Breakfast.

Awardees are to be recognized by the Provost at that year's Commencement Ceremony. A brief summary of each awardee's qualifications will be presented. Awardees will each be given a plaque. Awardees will not give speeches, and are not required to attend Commencement.

Additional recognition opportunities may include, but are not limited to, SOU Foundation commencement activities, SOU Board of Trustees and ASSOU meetings, featured stories through SOU marketing, and/or the Raider Academy Awards Ceremony.

The awardees' names and pictures may be submitted to the Siskiyou and the Alumni Newsletter and/ or other relevant promotional materials.

### **Eligibility**

All professorial, professional, yearlong, and term-by-term faculty employed at SOU for a minimum of two years (consecutive years not required) are eligible to receive the Distinguished Scholarship Award.

A candidate must not have received SOU's Distinguished Scholarship Award within the last 10 years. After 10 years, a prior recipient will again be eligible and may reapply.

### **Nomination Process**

The Faculty Senate Chair will send out a call for nominations; self-nominations and nominations from faculty colleagues will be accepted. Nominations are not accepted from students, staff, or administrators.

Nominations must be submitted to the Faculty Senate Chair who will then inform each candidate of their nomination and provide them the name of their nominator.

Candidates must inform the Faculty Senate Chair of their acceptance of the nomination by the deadline given for that year.

Faculty Senate Chair will inform each Division Director of the faculty in their division who have accepted their nomination for the Distinguished Scholarship Award.

### **Submission Packet**

All materials must be submitted via email to the Executive Assistant to the Provost by the deadline provided. The Executive Assistant to the Provost will alert the candidate and their nominator when a complete packet has been submitted.

If a complete packet is not submitted by the deadline, the candidate will not be considered for that award year. A packet is considered complete when all required materials meet the criteria noted herein and have been submitted on time.

Packets remain active for a total of three consecutive years and may be updated during each submission period. The Executive Assistant to the Provost will contact former candidates regarding packet updates.

#### **To be submitted by the Division Director:**

*Required:* Verification Form (see attached form) confirming that the candidate meets the Southern Oregon University Distinguished Scholarship Award Eligibility Requirements.

#### **To be submitted by the Candidate:**

*Required:* An abbreviated curriculum vitae (three page maximum) that includes the candidate's email address and notes the candidate's educational and professional background, area of expertise, and current position at SOU.

*Required:* Scholarship Form (see attached form) listing research presentations, publications, or other relevant scholarly work confirming that the candidate meets the Southern Oregon

University Distinguished Scholarship Award Eligibility Requirements and meets the Academic Faculty Bylaws requirements for Scholarship Expectations (5.225).

*Required:* A statement by the candidate further describing their scholarly activities and professional development related to scholarly activity, **with reference to their program's specific scholarship performance expectations**. Applicants should address how their scholarship aligns with the scholarship performance expectations of their program, being mindful that the award review committee may not be familiar with the applicant's field of study. This statement must be no longer than four pages, 1.5 spaced with a 12 point font.

*Optional:* List of names and contact information of colleagues or members of the community familiar with the candidate's scholarship or from beneficiaries of the candidate's Scholarly Activity. The candidate may submit up to five names and contact information to the nominator no later than Monday, Week 9 of Fall Term. The nominator will then contact these individuals and offer them the opportunity to submit a letter of support on behalf of the candidate.

### **To be submitted by the Nominator:**

Required: Nominator's letter highlighting evidence and impact of candidate's Scholarly Activity. Letter must include letter writer's email address and be no longer than two pages, 1.5 spaced with a 12 point font.

*If self-nominated, candidate must include an additional letter of support from a colleague familiar with the candidate's Scholarly Activity.*

### **Selection Criteria**

The selection committee will necessarily consider applications with a diversity of types of scholarly work. The committee may consider consistency of work, currency, impact, and innovation. The candidate should clearly explain in their statement the significance of their scholarly work in such a way that can be easily understood by faculty committee members from outside their discipline.

The selection committee will generally view scholarly activity as described in the Faculty Bylaws section 5.225 (e.g., originality, meaningfulness, review, and dissemination). The selection committee will also consider program-specific expectations as referenced in the applicant's scholarly activity statement. Finally, the selection committee may consider an applicant's pursuit of professional development activities related to scholarship.

## **Selection Process**

The Faculty Development Committee will serve as the selection committee. However, if additional review committee representation is necessary from any Divisions, the Faculty Senate will call for additional volunteer(s) to represent any needed Divisions on the selection committee as temporary At-large members with the FDC.

To avoid potential or perceived conflicts of interest, no committee member may be a candidate for that year's Distinguished Scholarship Award. If a nominator or letter writer is on the FDC, they should recuse themselves from the sub-committee that reviews the applications for this award. If full recusal is not possible due to committee membership at that time, then the involved committee member may not review or vote for that candidate.

The Executive Assistant to the Provost will distribute the candidate's packets to the committee and the committee will conduct a review of the materials. The committee will select the awardees and the Faculty Development Committee Chair will communicate the committee's decision to the candidates.

The Faculty Development Committee Chair or committee designee will present the names of the awardees and a brief summary of each awardees' qualifications to the Faculty Senate. Upon approval of the awardees by Faculty Senate, the Faculty Development Committee Chair will submit the names of the awardees and a brief summary of each awardee's qualifications to the Provost, the Executive Assistant to the Provost, and the University Registrar.

The Executive Assistant to the Provost will prepare the certificates for the End-of-the-Year Breakfast and order the plaques for the Commencement Ceremony.

## Timeline and Forms

### Timeline

(to be monitored by the Faculty Development Committee Chair)

<b>Fall Term</b>	
Monday Week 2:	Call for nominations sent out by Faculty Senate Chair
Monday, Week 5:	FDC Chair determines if additional review committee representation is necessary from any Divisions. If so, Chair requests that the Faculty Senate call for volunteers to represent any necessary Divisions as temporary At-Large members with the FDC for this review.
Friday, Week 5:	Deadline for submission of nominations to Faculty Senate Chair
Monday, Week 6:	Deadline for Faculty Senate Chair to contact candidates and inform them of their nomination and the name of their nominator
Friday, Week 7:	Deadline for candidates to inform Faculty Senate Chair of their acceptance or declination of the nomination
Monday, Week 8:	Faculty Senate Chair to notify nominators of their candidate's acceptance or declination  Faculty Senate Chair to submit a list of accepted nominations to the Executive Assistant to the Provost and to the Division Directors
Monday, Week 9:	Deadline for candidates to submit to their nominator a list of names and contact information of colleagues or members of the community familiar with the candidate's Scholarly Activity
<b>Winter Term</b>	
Friday, Week 1:	Deadline for submission of completed packet to the Executive Assistant to the Provost (ALL materials are to be submitted to the Executive Assistant to the Provost. The Executive Assistant to the Provost will inform each candidate and their nominator when the packet is complete)
Monday, Week 2:	The Executive Assistant to the Provost forwards completed packets to the Faculty Development Committee and sets up Committee meeting times

<p><b>Spring Term</b></p> <p>Monday, Week 2:</p>	<p>First Faculty Senate Meeting of the Spring Quarter Selection Committee Chair or committee designee submits names of awardees' to Faculty Senate and provides a brief summary of each awardees' qualifications for Faculty Senate notification. No vote is required. Selection Committee Chair or designee also notifies award recipients after Senate notification.</p>
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**Division Director Service Award Verification Form**

\_\_\_\_\_ (Name of Candidate):

\_\_\_\_\_ meets the Southern Oregon University Distinguished Scholarship Award Eligibility Requirements.

\_\_\_\_\_ does not meet the Southern Oregon University Distinguished Scholarship Award Eligibility Requirements.

\_\_\_\_\_ (Name of Division)

\_\_\_\_\_ (Name of Division Director)

\_\_\_\_\_ (Signature of Division Director)

\_\_\_\_\_ (Date)

# Candidate Scholarship Form

\_\_\_\_\_  
(Name of Candidate)

See Faculty Senate Bylaws 5.225 (a) Types of Scholarship and 5.225 (b) Achievements and Measures for descriptions of types of scholarship, achievements, and measures.

Please use this form to briefly explain your scholarly activity:

<b>List the Scholarly Activity/Achievements and Measures</b> ( <i>ex: peer-reviewed publication(s), presentation(s), grants, and/or creative/artistic work or other scholarly work of similar significance</i> ):	<b>List Type of Scholarship:</b> <i>Discovery, Integration, Application, Teaching and Learning</i>	<b>Achievement of work:</b>

Attach additional sheet if needed