

The Provost's Award For Scholarly and Creative Activity and Research 2008

I. Stipulation

- A. The Provost's Award, in the amount of \$500, shall be given annually by the Provost of Oswego State University to a junior member or members of the full-time faculty and staff on continuing appointment and with a minimum of three years of service at Oswego. This award, which is designed as a recognition of a career of significant accomplishment in scholarly or creative activity or research, may be received only once.
- B. Nominations for the award will be accepted from colleagues by January 31, 2008.
- C. The nominator is responsible for obtaining a copy of the Selection Criteria and Procedures from the department office or the Office of Research and Sponsored Programs and preparing the candidates' support file.
- D. The Provost's Award shall be under the auspices of the Scholarly and Creative Activity Committee (SCAC) of the college.
- E. The selection committee (see IV.B.1 below) will screen these nominations, and it will send a short list, together with supporting data and material to the President via the Provost of the college.
- F. The President will select the person(s) to receive the award from the committee's short list.

II. Definitions

- A. "Scholarly or Research Activity" shall be defined as any of the following:
 - 1. acquisition, interpretation or sharing of knowledge
 - 2. systematic collection, analysis and synthesis of data
 - 3. logical extension of theory including the professional communication of findings.
- B. "Creative Activity" shall be defined as original contribution in the fine, performing or writing arts.

III. Selection Criteria

- A. The primary criterion for the Provost's Award for Scholarly and Creative Activity and Research is outstanding, demonstrated, significant contributions to the arts, to scholarly literature, or to research and scholarship.
- B. There must be evidence that the candidate had performed creative/scholarly/ research work of superb achievement as demonstrated by publication or artistic production and evaluation by peer review.
- C. Candidates must be scholars who keep current with developments and findings in their field.

IV. Procedures

A. Nomination

1. Nominators must submit by January 31 a portfolio containing the following which address the criteria set forth in III to the Office of Research and Sponsored Programs.
 - a. an itemized list of portfolio contents;
 - b. at least two letters of support, one of which could be the nomination letter, written by colleagues familiar with the nominee's creative/scholarly/ research work. The letters should stress the quality of work as recognized by peers in terms understandable to those unfamiliar with the field. Letters should also address items mentioned under Interpretation of Criteria (see V. below);
 - c. a complete resume;
 - d. a list of works or contributions, including complete publication details;
 - e. copies of most noted representative contributions (reprints, photos, reviews of works, etc.) Such contributions might take the form of published plays, poems, stories, essays, research results, reviews, compositions and translations, as well as works of art and artistic performances.
2. SCAC will consider only candidates with complete portfolios.

B. Selection

1. Late in February, SCAC will convene a selection committee consisting of the following: three former recipients of the Provost's Award selected by the Director of ORSP in consultation with the Chair of SCAC to best cover the academic areas of the persons nominated for the award, three members of SCAC voted on by SCAC, and the Chair of SCAC who will vote only to break a tie. No more than one person from any department may serve on the selection committee. The committee will review and evaluate the portfolios and prepare a list of recommendations.
2. After review of completed portfolios, the selection committee members will discuss all candidates.
3. An initial pool of candidates will be established by a secret ballot of "yes" or "no". Votes will not be counted until balloting is complete. A majority of "yes" votes is required for further consideration of a candidate.
4. Candidates remaining in the pool will be discussed further. The committee may choose to recommend all names in the pool if the pool is sufficiently small.
5. If it is still necessary to eliminate candidates, a final vote will be taken by secret ballot. The nature of this vote will be determined by the selection committee and will depend primarily on the number of candidates in the initial pool. No votes will be counted until balloting is complete.

6. The outcome of the balloting will be discussed.
7. A final list of recommendations will be prepared and forwarded to the Provost in February.

C. Notification, Acceptance and Obligations

1. The recipient(s) will be notified early in March.
2. Acceptance of the Award acknowledges the obligation of the recipient(s) to present their work at Quest that same year.
3. The recipients will notify the Office of Research and Sponsored Programs of their formal acceptance of the award.
4. The award will be presented at Quest.

V. **Interpretation of Criteria**

The selection committee will use the following as a guide in interpreting the criteria for the evaluation and comparison of the candidates.

- A. Have specific contributions been documented in the portfolio? Such contributions might take the form of published plays, poems, stories, essays, research results, reviews, compositions and translations, as well as works of art and artistic performances.
- B. If contributions were published (including online), what was the nature of the publishing firm? Was publication the result of competition among similar entries: Were the contributions reviewed by peers? Were contributions invited? How difficult is it to publish in this field?
- C. If contributions were presented, were the presentations part of a completion? Were the presentations invited? How difficult is it to schedule performances or presentations in this field?
- D. Has the individual presented or published longer forms of works, such as collections, books, concerts, one-person shows, etc. and are there reviews of these works?
- E. How frequently did the candidate produce such contributions? How much labor was involved prior to publication or presentation of these contributions?
- F. How much labor was involved prior to publication or presentation of these contributions?
- G. What specific activities were involved in the candidate's work? Was preliminary investigation necessary for the formulation of the work itself?
- H. Does the work represent a significant contribution to the field?
- I. Have other awards been given for outstanding contributions?
- J. Has the individual been cited frequently by others in the field?
- K. Has the candidate attempted to share the work process and outcome with students, colleagues, and the general public? Have student projects evolved as a result of the undertaking? Has the candidate share with the Oswego campus the result of the work?

Nominations and all supporting materials for the Provost's Award are due at the Office of Research and Sponsored Programs by 4 p.m. on January 31, 2008.