

# GUIDELINES FOR NOMINATIONS

## PROVOST'S AWARD FOR SCHOLARLY AND CREATIVE ACTIVITY

### Deadlines:

**Initial Nominations - Fourth Monday in February by 4:30 pm**

**Nominee Portfolio - Fourth Monday in March by 4:30pm**

The Provost's Award for Scholarly and Creative Activity shall be awarded annually by the Provost of SUNY Oswego to a junior member or members of the full-time faculty and staff on term appointment. Furthermore, those nominated are required to have a minimum of two years and no more than seven years of service at SUNY Oswego. This award, which is designed as a recognition of significant accomplishment in scholarly or creative activity, may be received only once. Additionally, this award also includes a certificate and an award in the amount of \$500.

Nominators must submit a nomination letter through [Google Forms](#) by 4:30 pm on the fourth Monday in February. This letter should explain how the nominee has made significant, sustained contributions in scholarly and creative activity, and further describe those activities.

Nominees will be contacted and asked to submit a digital portfolio to [scac-admin@oswego.edu](mailto:scac-admin@oswego.edu) by 4:30 pm on the fourth Monday in March.

The Provost's Award will be reviewed under the guidance of the Scholarly and Creative Activity Committee (SCAC). The selection committee will screen these nominations and send a short list with supporting data and material, to the Provost. The Provost will select the person(s) to receive the award from the committee's short list.

**DEFINITIONS:** "Scholarly or Creative Activity" can include any of the following:

- Acquisition, interpretation or sharing of knowledge.
- Systematic collection, analysis and synthesis of data.
- Logical extension of theory including the professional communication of findings.
- "Creative Activity" can include an original contribution in the fine, performing or writing arts.

**SELECTION CRITERIA** The primary criterion for the Provost's Award for Scholarly and Creative Activity is the outstanding, demonstration of significant contributions to the arts, scholarly literature, or to overall research and scholarship.

There must be evidence that the nominee has performed creative/scholarly/research work of superb achievement as demonstrated by publication or artistic production and evaluated by peer review.

Nominees must also be scholars who remain current with developments and findings in their fields.

Preference may be given to nominees who involve students in their scholarly and creative activities.

## **PROCEDURES:**

### **Nomination Procedure:**

Nominators must submit a nomination letter through [Google Forms](#) by 4:30 pm on the fourth Monday in February. This letter should explain how the nominee has made significant, sustained contributions in scholarly and creative activity, and further describe those activities.

The nominee will be contacted and asked to submit a digital portfolio to [scac-admin@oswego.edu](mailto:scac-admin@oswego.edu) by the fourth Monday in March.

### **The portfolio should contain the following:**

- An itemized list of portfolio contents.
- A current CV.
- A list of works or contributions the field.
  - When gathering contributions, clearly separate different types of contributions, such as presentations from publications, and peer-reviewed from non-peer-reviewed contributions. Include complete contribution details and note the level of each contribution for those unfamiliar with the field. See the section “Interpretation of Criteria”
- Include 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

Those nominated, will need to request at least three references submit a letter of support via e-mail to [scac-admin@oswego.edu](mailto:scac-admin@oswego.edu) by the fourth Monday in March. At least two of these should be from an institution other than SUNY Oswego, written by a colleague 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 the **Interpretation of Criteria** below.

SCAC will consider only candidates with complete files, including portfolio and letters of support.

### **Selection Procedure:**

SCAC will convene a selection committee consisting of the following:

- Three former recipients of the Provost’s or President's Award.
- SCAC Advisory Subcommittee members.
- SCAC Chairs (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 to forward to the Provost’s Office for review before submitting to the President. The committee reserves the right to consider applications forwarded to the Provost’s Office from the previous year.

After review of completed portfolios, the selection committee members will discuss all candidates. An initial pool of candidates will be established by a secret ballot of "yes" or “no”. A majority of "yes" votes are required for further consideration of a candidate. 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. 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. The outcome of the balloting will be discussed. A final list of no more than three recommendations will be prepared and forwarded to the President via the Provost.

## **Notification and Obligations:**

The recipient(s) will be notified by the Provost by the end of April.

The recipient(s) is (are) expected to present their work at Quest or a similar venue the following year.

The award will be presented at an awards ceremony.

## **Interpretation of Criteria:**

The selection committee will use the following questions as a guide in interpreting the criteria for the evaluation and comparison of the candidates' portfolios:

- Have specific contributions been documented within 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.
- 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? Are multi-author publications normal in this field and is there a significance to the order of the authors' names?
- If contributions were presented, were the presentations part of a competition? Were the presentations invited? How difficult is it to schedule performances or presentations in this field?
- Has the nominee presented or published longer forms of works, such as collections, books, concerts, one-person shows, etc... and are there reviews of these works? How frequently did the nominee produce such contributions? How much labor was involved prior to publication or presentation of these contributions?
- What specific activities were involved in the nominee's work? Was preliminary investigation necessary for the formulation of the work itself? Does the work represent a significant contribution to the field?
- Have other awards been given to the nominee for outstanding contributions?
- Has the nominee been cited frequently by others in the field?
- Have students been involved in the scholarly and creative process? Has the nominee been an active mentor of the next generation of scholars and artists? Are students co-authors of the nominee's contributions?
- Has the nominee 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 nominee shared with Oswego campus the results of the work?