

## **Provost's Award for Scholarly and Creative Activity**

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### ***Guidelines for Nominations***

#### **I. Stipulations**

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

A. Nominators must submit a nomination letter to the Office of the Provost by 4:30 pm on the fourth Monday in February (see IV. Procedures, for details).

B. Nominees will be contacted and asked to submit a portfolio to the Office of the Provost by 4:30 pm on the fourth Monday in March (see IV. Procedures, for details).

C. The Provost's Award shall be under the auspices of the Scholarly and Creative Activity Committee (SCAC) of the college.

D. 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 Provost.

E. The Provost will select the person(s) to receive the award from the committee's short list.

#### **II. Definitions**

A. "Scholarly or Research Activity" can include 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" can include an 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 is outstanding, demonstrated, significant contributions to the arts, to scholarly literature, or to research and scholarship.

B. There must be evidence that the candidate has performed creative/scholarly/research work achievement

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as demonstrated by publication or artistic production and evaluation by peer review.

C. Candidates must be scholars who remain current with developments and findings in their fields.

D. Preference may be given to candidates who involve students in their Scholarly and Creative Activities.

### **IV. Procedures**

#### A. Nomination

1. Nominators must submit a nomination letter to the Office of the Provost by the fourth Monday in February.

This letter should explain how the nominee excels in scholarly or creative activities, and describe the scope and significance of those activities.

2. The nominee will be contacted and asked to submit a portfolio to the Office of the Provost by the fourth Monday in March. The portfolio should contain the following:

a. an itemized list of portfolio contents;

b. a current CV;

c. a list of works or 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;

-facilitate the evaluation according to the section V. Interpretation of Criteria;

d. 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

3. The nominee will also need to request that at least three additional letters of support be sent to the Office of the Provost 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 Interpretation of Criteria (see V. below).

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

#### B. Selection

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1. SCAC will convene the same selection committee that will be used for the President's Award, consisting of the following: three former recipients of the Provost's or President's Award, the SCAC Advisory Committee, 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. The committee reserves the right to consider applications forwarded to the Provost's office from the previous year.

3. After review of completed portfolios, the selection committee members will discuss all candidates.

4. An initial pool of candidates will be established by a secret ballot of "yes" or no". A majority of "yes" votes is required for further consideration of a candidate.

5. 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.

6. 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.

7. The outcome of the balloting will be discussed. A final list of no more than three recommendations will be prepared and forwarded to the Provost.

### C. Notification and Obligations

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

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

3. The award will be presented at an awards ceremony.

### 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' portfolios:

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?

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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?

C. 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?

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?

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. Have students been involved in the scholarly and creative process? Has the candidate been an active mentor of the next generation of scholars and artists? Are students co-authors of candidate's contributions?

L. 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 shared with the Oswego campus the result of the work?