

## **Guideline for Faculty Excellence in Research and Scholarly Activity Award**

### **Description of the Award**

The SJBSM Excellence in Research and Scholarly Activity Award is given once a year to at least one faculty member that has achieved meritorious recognitions or accomplishments during the previous five years. The award consists of \$1,000 in funds available for one year to be used in research, travel, training or other scholarly activities and an official award Certificate. The awardee will also be recognized in the SJBSM Journal.

### **Purpose of Award**

To recognize and encourage excellence in research and scholarship by faculty at SJBSM. Nominations may be based on a record of research/scholarly productivity, publications, research funding, or other meritorious achievements.

### **Eligibility**

To be eligible for this award, a candidate must hold an academic rank at SJBSM for a minimum of five years. Previous recipients of this award will not be eligible to receive it again for another period of five years, and then only with evidence for new meritorious achievements in research/scholarship.

### **Nomination Procedure**

The SJBSM Institutional Research Committee (IRC) will announce the request for nominations once a year. Faculty members may submit one research/ scholarly award nomination no later than the established deadline. The nominee will send by email the appropriate supporting documents as described below to the Director of the Research Center within the next 30 days of the nomination.

### **Supporting Documents**

- Curriculum vitae or Biographical sketch
- Evidence of papers or other publications
- Other materials that attest to the quality of the work

### **Selection**

A faculty review committee consisting of three IRC members (including ex-officio members, if needed) will be selected after receipt of all nominations. Committee members will meet to discuss the nominations and prepare a report of the strengths and weaknesses of each candidate. All discussions will be considered confidential.

The Report will be forwarded to the SJBSM President/Dean to make the final award selection.

*Approved by President/Dean on October 16<sup>th</sup> , 2020*