



## SCHOLARSHIP AND CREATIVE ACTIVITY AWARD

### PURPOSE OF AWARD

The Dean of College of Education, Health, and Human Services (CEHHS) at California State University initiated this award in recognition of the scholarship and/or creative activity among faculty. This award seeks to recognize and reward faculty whose scholarship and/or creative activity contributes significantly to their fields.

Faculty members are encouraged to nominate those whose research or creative activity is judged as particularly valuable contributions to a field of study.

### TIMELINE:

<b>November 1: Extended to November 15:</b>	Deadline for Nominations
<b>December 15:</b>	Deadline for each unit to submit the names of the Award Review Committee (ARC) to the Dean's Office
<b>February 1:</b>	Deadline for Dossier Submission
<b>March 1:</b>	Deadline for the ARC recommendations due to the Dean's Advisory Council
<b>May 1:</b>	Award Announcement

### ELIGIBILITY

All current tenured and/or tenure track faculty members are eligible.

### NOMINATION PROCESS

Faculty is nominated for this award by department chairs/school directors, other tenure or tenure line faculty, or by self-nomination.

The first and last name of the nominee should be submitted to the Dean's Office staff. Please include the name of the award in the email's subject line. Faculty members who are nominated will be notified by the Dean's Office and encouraged to accept the nomination.

## AWARD CRITERIA

All faculty members conduct original or applied research and/or other scholarly and creative activities to stay current within their fields and to improve the mission of CSUSM and CEHHS. Faculty members also regularly publish or otherwise make their work public in order to advance knowledge in a discipline or to provide other significant contributions beyond this campus. The purpose of this award is to recognize an outstanding member of the faculty whose exceptional merit in scholarly and creative activity provides a worthy example to peers. The award also serves as a means to highlight the collective work of the faculty in conducting significant research that informs the field.

## DOSSIER

Accepting the nomination requires the faculty member to electronically submit a small dossier to an Award Review Committee (ARC) through the Dean's Office staff.

The dossier should be submitted electronically and consist of:

1. A narrative essay of 500-750 words (no more than 2 pages)
2. A complete curriculum vita
3. Up to three items of supporting evidence

Specifically, the applicant's essay should:

- Highlight and discuss important, meaningful, and unique contributions of the research/creative activity in terms of impact on academic fields and the community
- Explain how the research/creative activity is incorporated in the classroom and advances the teaching mission of CSUSM
- Relate what aspect of the scholarly/creative work was accomplished in the previous academic year

Nominees may also address, when appropriate, any student participation in the research or creative activity.

## SELECTION PROCESS

The department chairs/school directors will convene an ARC to review dossiers and make recommendations to the Dean's Advisory Council. The ARC should include at least 3 faculty members (may include a lecturer), and no more than 1 faculty member from each department (if applicable).

Each school within the college will nominate one faculty member for the award explaining the reason for their recommendations to the Dean's Advisory Council by March 1. The single criterion for this award is the significance of the faculty member's scholarly or creative contributions to their discipline. The Dean's Advisory Council will receive the nominees and make the final decision. The Dean will announce the recipient of the award to the community by May 1.

## SUBMISSION/INFORMATION CONTACT

Nominations, applications, and all questions should be directed to Melinda Jones in the Dean's Office. She can be reached by phone at 760-750-4291 and by e-mail at [mjones@csusm.edu](mailto:mjones@csusm.edu).

## AWARD & RECOGNITION

The recipient of the award will be recognized at the CEHHS Annual Recognition Ceremony in early May.