Summer Research Awards are primarily meant to encourage faculty to complete research activities or to make substantial progress in on-going activities. Overall funding has been reduced as a result of budget reductions. Each Dean will submit a plan for the allotment of the funding allocation. The purpose of the awards is principally to foster academic research, including the scholarship of teaching and secondarily to facilitate course/curriculum development, in keeping with the goals of the University. Faculty who receive Summer Research Awards may be limited in terms of other compensation that can be received from the University.

CRITERIA:

1. **Rank:** The candidate should be a full-time faculty member either on tenure-track or tenured as Assistant Professor, Associate Professor, or Professor. Deans and department heads are not eligible. Instructors are eligible for awards for course development.

2. **Academic Background:** Except in the case of course development proposals, the applicant must hold the terminal degree in his or her discipline. For most academic departments, this is the doctorate.

3. **Principal Population Group:** The research awards are primarily meant to encourage tenure-track faculty or faculty with minimal research exposure to begin the process of building a successful research record. Tenured faculty are also eligible, however, priority consideration will be given to the primary population group. The awards for course/curriculum development are not restricted to faculty of any particular length of service.

4. **Basic Criteria for Selection:** Most of these awards are based on academic research/scholarship; therefore, the criteria focus on research/scholarship potential and record-building, especially publications and/or exhibits, performances, etc., in nationally recognized journals or museums, concert halls. Awards for course/curriculum development are based on the feasibility and promise of success of the course/curriculum proposed, as well as on the faculty member’s expertise in the area, his or her experience, and the quality and depth of the project plan.

PROCEDURES:

1. Each college shall devise its own methods for selecting nominees based on the criteria, with copies of the departmental guidelines and process filed with the Office of Academic Planning and Faculty Development. These procedures must involve a screening committee composed of tenured research faculty in the academic unit. This committee is to be appointed by the Dean of the unit. The screening committee, having devised its own procedure for selecting final candidates, shall submit a ranked list of proposals to the Dean who shall, if approval is given, submit the list to the Provost & Vice-President for Academic Affairs.
2. Credentials submitted with the candidates' proposals should include:
   
   a. A current complete curriculum vita
   b. A supporting letter from the department head
   c. Documentation from the department attesting to the national or international status of the refereed publications/venues (whether or not they are refereed or how they are regarded in the profession) or to the feasibility and quality of the distance learning course proposal
   d. Copies or off-prints of recent publications/exhibits and/or performances
   e. A proposal for the project which includes:
      1) A clear statement in abstract form of the basic nature of the research or course proposal
      2) A brief calendar for the accomplishment of the project or implementation of the course
      3) The intended dissemination objective of the project, e.g., submission to a journal, completion of book, experiment, portfolio, etc.

3. The Office of the Provost and Vice President for Academic Affairs shall receive the candidates' names (ranked in priority order) and credentials from the deans. The Provost and Vice President for Academic Affairs will then make the awards according to the funding allocation for each college.

In the event that no candidate is submitted from a college, the award will be given to another eligible scholar from one of the other colleges.

4. Joint proposals by multiple faculty members (joint proposals must be submitted with all researchers’ names included).

   a. **Two or more researchers from the same college:**

      1) If the number of researchers is within the allotment to the college, the college shall determine whether the nominees should each receive one of the research slots. **Example:** College X allotment=3; multiple project researchers=2; only one remaining slot for college nomination; **OR**

      2) The college should recommend to the Academic Vice-President that the stipends for multiple researchers be reduced to accommodate some amount for each researcher. **Example:** College X allotment=2; multiple project researchers=3; stipends be reduced to equal the total amount for two.

   b. **Two or more researchers from different colleges:**

      1) If the research is divided equally, each college should use one of its allotments. **Example:** Two researchers from Colleges X and Y; College X would use its only slot; College Y would use one slot with one remaining; the deans and college committees should determine these recommendations (NOTE: Both colleges must be notified and proposal must be submitted jointly to both deans); **OR**

      2) If the researchers number more than both college allotments. **Example:** 3 researchers with 2 from College X and 1 from College Y; College X has only 1 allotment; they should follow step 4.a.2.
3) If the dean of one of the colleges involved recommends funding, but the dean of the other does not, the researchers should be clearly notified that the total amount awarded will only be for the one recommended for funding. **Example:** Proposal from Colleges X and Y; assistant professor from College X recommended for funding at $3,900; researcher from College Y not recommended. Researcher from College Y will therefore not receive any remuneration. If the two researchers decide to go ahead, they should be clearly informed that only the one recommended by his/her college will receive any remuneration.

5. **Timetable for selecting Summer Research Awards:**

On or before October 02    Last day for submission of applications to college screening committee.

On or before October 16    Last day for submission of final candidates to the Deans.

On or before October 27    Last day for submission of candidates to the Office of Faculty Affairs for presentation to the Provost and Vice President for Academic Affairs.