

## **GUIDELINES FOR THE DEANS' RESEARCH AND CREATIVITY AWARD**

Colleges and schools will develop internal guidelines for the selection process that shall be communicated to the faculty with the call for nominations. AddRan College is eligible to submit two nominees, one each from the Humanities and Social Sciences areas. Each of the other colleges/schools should submit only one nominee.

### **Requirements for Nomination:**

The nominee must have been a full-time tenured or tenure track faculty member at TCU for a minimum of five years. Each college or school should select the single individual who has produced the highest quality research or creative activity recently (over the last several years). **However, the nominee must not have received the Chancellor's Award for Distinguished Research or the Deans' Research and Creativity Award within the previous seven years.** This is not an award for the volume of research or creative activity but an award for research or creativity of the highest quality.

### **Nominee's Dossier:**

The nominee's dossier shall consist of the following **(NO NOTEBOOK, STAPLES OR HOLE PUNCHES):**

- Statement on the quality and significance of research and creativity contributions (not to exceed three pages). The statement should provide evidence that the research/creative activity is of high quality and recognized nationally or internationally.
- Current vita.
- Letter of nomination (specifics to be determined by the college or school).
- A maximum of four letters of support (with no more than one letter being from a source within TCU).

### **Selection Process:**

Nominations from each college or school shall be submitted to the Provost no later than November 10 each year. The Provost will lead a discussion on the merits of each nominee prior to voting by the Deans. For this reason, no letter from the Dean shall be included in the nominee's dossier. All nominees are recognized and three recipients are named at December Commencement.