



## Academic Affairs Administrative Handbook

### Dean's Award for Research and Creativity

#### Guidelines for Nomination and Selection

The Deans' Award for Research and Creativity is one the highest honors bestowed to faculty at the university level. TCU bestows three (3) Deans' Awards for Research and Creativity annually each spring.

Nominees	Timeframe	Selection
AddRan College submits two (2) nominations, 1 each Humanities and Social Sciences. All other school and colleges submit one (1) each.	By March 13 each year, Deans submit nominations electronically as directed by the Provost's Office.	All academic Deans review nominations and select the three (3) annual honorees to be announced each spring.

#### Nomination Process

Colleges and schools will develop internal guidelines for the nomination process, communicated to the faculty with the call for nominations.

#### Requirements for Nomination

- A full-time tenured or tenure track faculty member at TCU for a minimum of five (5) years.
- Produced the highest quality research or creative activity over the last several years. This is not an award for the volume but an award for the quality.
- Cannot have received the Chancellor's Award for Distinguished Research or the Deans' Award for Research and Creativity within the previous seven (7) years.

#### Submitting Nominations

Submissions will be made electronically as directed by the Provost's Office prior to March 13.

The nominee's dossier shall consist of the following:

- Statement on the quality and significance of research and creativity contributions, not to exceed three (3) 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 determined by the college or school).
- A maximum of four (4) letters of support with no more than one (1) from a source within TCU. Deans may not provide a letter of recommendation.

#### Selection Process

Nominations from shall be submitted no later than **March 13** each year. Deans will engage in a discussion on the merits of each nominee prior to voting for the thee (3) honorees. All nominees and honorees are acknowledged.

Revised 11/13/19.

Revision to be submitted to Provost's Council on 12/4/19.