



## Deans' 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. Each year, TCU bestows three Deans' Awards for Research and Creativity for \$2500 each.

Requirements for Nomination	Timeframe	Selection
<ul style="list-style-type: none"><li>• Must be a full-time tenured or tenure track faculty member at TCU for a minimum of five years.</li><li>• Cannot have received the Chancellor's Award for Distinguished Achievement as a Creative Teacher-Scholar nor the Deans' Award for Research or Creative Activity within the previous seven years.</li></ul>	<ul style="list-style-type: none"><li>• Fall - Provost's Office submits the Call for Nominations to all academic deans in fall.</li><li>• Spring - Deans submit nominations, convene to discuss and vote. All nominees and the three winners are announced.</li></ul>	<ul style="list-style-type: none"><li>• All academic deans review nominations, convene and discuss, and then vote on their top three.</li><li>• The Provost's Office tallies votes to determine the three winners.</li></ul>

### Nomination Process

Colleges and schools follow internal guidelines for the nomination process. All schools and colleges may submit one nominee each with the exception of AddRan College for Liberal Arts, which may submit one from Humanities and one from Social Sciences.

### Required Documents Submitted with Nominations

Submissions are made electronically as directed by the Provost's Office and consist of the following for each nominee:

- Nomination Cover Sheet provided by Provost's Office – 1 page
- Letter of nomination (may be from unit chair) – 1 page
- Statement on research or creative activity by nominee - not to exceed 2 pages  
The statement should provide evidence that the research or creative activity is of high quality and recognized nationally or internationally.
- Current vita
- Vita highlights or brief bio - 1 page
- A maximum of four letters of support with no more than one letter being from a source within TCU.