College of Fine Arts Guidelines and Instructions
for Faculty Application to the
Outstanding Researcher Awards Programs

Program description
The ISU University Research Council supports three programs to recognize individuals throughout the College actively engaged in research and scholarly/creative productivity. These three categories, designed to award faculty at different stages of their careers, are defined as follows:

1) Research Initiative Award
- Nominees must be ISU Tenure Track faculty who have completed 5 years or less in a TT position at any institution of higher education
- This award recognizes faculty members who have initiated a promising research agenda early in their academic careers
- Recipients of this award receive a monetary award of $500
- Colleges can select a number of qualified individuals from among the nominees

2) Outstanding College Researcher Award
- Nominees must be Tenured faculty or probationary tenure faculty who have been at I.S.U. a minimum of 3 years prior to nomination
- This award recognizes experienced faculty members who have established a national/international reputation in their field
- Recipients of this award receive a monetary award of $1,000
- Colleges can select up to 3 individuals from among the nominees

3) Outstanding University Researcher Award
- Nominees must be Tenured faculty or probationary tenure faculty who have been at I.S.U. a minimum of 3 years prior to nomination
- This award recognizes experienced faculty members who have established a national/international reputation in their field
- Nominees must have received the Outstanding College Research Award in previous years
- Recipients of this award receive a monetary award of $3,000
- Colleges can select up to 3 individuals from among the nominees

Selection Process
- Eligible faculty may be asked for consideration for nomination by the College Research Committee or they may be nominated by any faculty member or School Director in the CFA.
- The College Research Committee reviews all applications and supporting documents and makes selections to recommend to the Dean and finally to the University Research Council.
• Members of the University Research Council review all recommendations from all disciplines throughout the University and selects a limited amount for University Recognition once approved by the Provost.

**College Guidelines for Successful Applications**

It is due to this multi-layered approach, involving reviewers from diverse scholarly fields, that the College Research Committee would like to provide the following guidelines for faculty applicants:

Compile all materials in a 3-ring binder complete with Cover Sheet, table of contents and index tabs to guide reviewers easily through your materials.

**Application Portfolio Contents**

1. Coversheet  
2. Table of Contents  
3. Statement from Nominee  
4. Relevance and Contextualization of Research Record  
5. Career Vita  
6. Letters of Endorsement  
7. External Letter(s) of Support  
8. Supporting Material

**Application Portfolio Contents Descriptions**

1) **Coversheet (1 page)** – Name, Title, School, College, Award Category

2) **Table of Contents (1 page)** - Use the list above as your table of contents and to organize your portfolio so that reviewers can find your materials.

3) **Statement from Nominee (1-1 ½ pages)** – Describe your current research or current activities and address the contributions of the research to the field or discipline. This statement needs to written to an audience that knows very little or nothing about your field of study. Explain how your experiences or process influenced your research or artistic work.

Research is defined very different depending upon the field. Be clear in your application about the scope and importance of your work related to scholarly and creative productivity. Scholarship in the CFA may include a wide range of activities including:

- Solo Exhibition/Group Exhibition  
- Book/Publications  
- Articles/Reviews  
- Solo Performance/Ensemble Performance  
- Lectures/Seminars/Workshops  
- Panel/Conference/Poster Presentations  
- Restaging of Work
o Choreographic or Compositional Commissions
o Acting, Directing or Design Credits/Performances
o Construction/Execution of Design Scenes
o Research Awards or Special Recognitions
o Internal and External Grant Submissions

4) **Relevance and Contextualization of Research Record (2 pages)** - Describe the significance of the research and by what means the significance is measured by. Educate the reader about your field & achievements by providing evaluation criteria outlining the means by which to evaluate the material, i.e. what is the significance of your exhibitions at XYZ Art Gallery; what is the reputation of the journal you were published in or juried events you were involved in; what is the significance of the venue you taught in or produced work in? In other words, provide clear evidence of the significance of your research and scholarship. Defend your nomination for this prestigious award. If there are specific achievements germane to your field and not typically understood by those outside of your field be certain to describe, i.e. bibliography or collections in the visual arts.

5) **Career Vita** - A full career vita outlining your research accomplishments. Strong proposals often provide a quick point of reference to the reader delineating international, national, state, regional, local and university scholarship.

6) **Letters of Endorsement** – This letter can come from the School Director or faculty member nominating your application. This letter should address the quality of your work, the significance of the journal/exhibition/performance, the influence of your work on a national or international level, and the contribution of your work to the advancement of the discipline.

7) **External Letter(s) of Support** - At least one external letter (no more than 3) providing additional insight to the reviewers about the importance and contribution of your research to the discipline.

8) **Supporting Material** - Additional supporting materials may include photographs of your work, copies of your reviews or publications, journals highlighting your work, and so forth. These are important supporting evidence of our work in the CFA. Select a small - but powerful - sampling of these with appropriate explanations as to why these have been included.

For additional instructions about these competitive faculty research awards please see: [http://www.provost.ilstu.edu/award/research.shtml](http://www.provost.ilstu.edu/award/research.shtml)