



AUC Award for Excellence in Research and Creative Endeavors

The Excellence Award in Research and Creative Endeavors recognizes the faculty member's scholarly and/or creative achievements. Selection will be primarily based on work already published, presented, performed, or exhibited while in the service of AUC and within the last five years. The candidates must demonstrate a distinguished record of past and continuing excellence in research and creative endeavors, and be clearly recognized nationally and internationally.

The recipient of this annual award has his/her name engraved on a commemorative plaque and receives a personal cash award of \$5,000.00. Up to two full-time faculty members may receive the award annually. Awards will be selected and presented once a year.

General Guidelines

- Deadline for Nominations: **February 11**
- Deadline for Nominees to submit their dossiers: **March 17**
- Deadline to receive support letters **March 17**
- The nominee must be a full time faculty member at AUC with at least five full years of service to AUC.
- Nominations may be made by individuals or a group of faculty who are employed by AUC. *It is the responsibility of the nominee to insure that all required materials are submitted to AUC Award Committee in the correct form and before the deadline. Solicited nomination by the nominee is not permitted. Nomination from students/staff is not allowed. Self-nomination is allowed.*
- Past recipients are ineligible.
- Past nominees are eligible, but must be re-nominated. Their dossiers need to be resubmitted and appropriately updated.
- No award shall be given in any year if members of the Award Committee decide no qualified candidates have been nominated.
- Late nomination and late application will not be accepted.

Nomination Process

Nominations from AUC full time faculty can be submitted online through the following process:

- While signing in to your email, click on the below link
<https://docs.google.com/a/aucegypt.edu/forms/d/1YrS0z4hP0Y7btWrVh4F1alha7Hg8wJhnGiXx5aah2sM/viewform?c=0&w=1>
- Indicate the name of your nominee. Please note that your nominee should be a full time faculty.

- Indicate how long you have known the nominee and in what capacity and complete all required fields
- Incomplete nomination form will be disregarded

Each nominator should provide the following:

- a) Describe in 100 words or less the individual's primary area of research and creative endeavors.
- b) Describe in 100 words or less the individual's secondary (if any) areas of research and creative endeavors
- c) Give a concise description (not to exceed 300 words) of the research and/or creative endeavors' achievements of the candidate, discussing, for example, new discoveries, major contributions, creativeness, originality, significant breakthroughs, etc.
- d) Indicate the time span covered in point "C" above.
- e) Research/Creative Endeavors outlets. Briefly describe (no more than half a page) how the major research publications or creative output, or other means of research and creative endeavors dissemination exceed the norm in the candidate's field. List these publications or major products for dissemination.
- f) Research/Creative Endeavors recognition. Briefly list (no more than half a page) major awards or other evidence of recognition, including major funding (if any).

The Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC) will inform each department chair and Dean of the nominations received for faculty in his/her department/school. If the department chair or Dean would like to provide any additional comments on the nominee(s) or compare the relative merits of two or more nominees from the same department/school, he/she is welcome to send an email to the Associate Provost for Research, Innovation and Creativity (AP-RIC) .

Submission Process

- Documentation in support of each nominee is electronically submitted online through the faculty support grants and awards online system at : <https://www4.aucegypt.edu/grants/>
- Please select the award type that you have been nominated to, fill in the application and submit the required documents.
- Submitted materials are evaluated by the Award Committee according to the criteria described below.
- Documents received after the submission deadline will not be included in the dossier.
- It is the responsibility of the nominee to ensure that all documentation submitted are accurate and in the proper format.

Submissions must include and are not limited to:

1. At least three support letters
 - i. At least one letter from a faculty member at AUC. The letter of support should not be solicited from the candidate's thesis supervisor, collaborators, or past students.
 - ii. At least two letters from distinguished scholars from outside AUC who can substantiate the nominee's national/international reputation and research/creative-

- endeavor excellence. The letters of support should not be solicited from the candidate's thesis supervisor, collaborators, or past students.
- iii. If a department head is nominated, then he should only solicit at least three letters of support from distinguished scholars from outside AUC who can substantiate the nominee's national/international reputation and research excellence. The letters of support should not be solicited from the candidate's thesis supervisor, collaborators, or past students.
 - iv. Those letters should be sent directly to the Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC). Support letters received after the deadline of submission will not be included in the dossier of the nominee.
2. A copy of the nominee's current resume.
 3. A statement by the nominee of no more than three pages outlining his or her research and/or creative endeavors work and achievements.
 4. Copies of five selected publications published in the last five years, that the nominee thinks represent his/her best work. Under unusual conditions this number may be modified.
 5. **List of evidence of research and creative excellence.** This list may **include (but not limited to) the following:**
 - i. Publications in refereed journals, books, book chapters, and other creative and scholarly work.
 - ii. Record of extramural funding.
 - iii. Visibility at the national and international level in the candidate's field.
 - iv. Participation as an invited speaker, session chair, panel member or performer at the national and international conferences and events.
 - v. Special awards and recognitions from the national and international societies in the candidate's field of research or creative activities.
 - vi. Highlights of research and/or creative endeavors accomplishments at AUC.
 - vii. Intellectual property accomplishments.
 - viii. Any other evidence of research and creative excellence as indicated by the below criteria of evaluation.
 6. If necessary, the Award Committee will request additional information from the nominee.

Selection Process

Evaluation of nominees and selection of the recipient for the AUC Excellence Award in Research and Creative Endeavors is carried out by the Award Committee. The selection process, in part, involves the evaluation of written material submitted to the Award Committee by the nominee according to the criteria described below. The Award Committee may seek advisory opinions from the Departmental Research Committee (DRC), the Department Chair and the Dean of the school. The Award Committee provides the Provost with a short list of the three top candidates. The Provost, in consultation with the AP-RIC, makes the selection of the award winner/s.

Composition of the Award Committee

- The Associate Provost for Research, Innovation and Creativity (AP-RIC) will select a standing committee composed of at least 5 faculty members. The members may be previous award winners from all schools, if possible
- The composition of the Award Committee will be reviewed by the Associate Provost for Research, Innovation and Creativity (AP-RIC) and may be fully or partially replaced every two years.
- No one can serve on the committee for more than four consecutive years.
- Committee members will elect the committee's chair. The chair of the Award Committee will report to the Associate Provost for Research, Innovation and Creativity (AP-RIC).
- Award Committee members cannot be nominated for the faculty merit awards, submit nominations or write support letters for nominees.
- The Associate Provost for Research, Innovation and Creativity (AP-RIC) will attend the first meeting of the Award Committee and will oversee the election of the chair of the committee.
- The chair will be managing the short listing process and will be reporting to the Associate Provost for Research, Innovation and Creativity (AP-RIC) on the details of the process and results.

Criteria for Evaluation of Submissions

Materials submitted to the Award Committee in support of each nomination will be evaluated for evidence of *sustained excellence* in research and creative endeavor, as follows:

1. Evidence of sustained effort and achievement in the generation of new knowledge in a discipline represented within the university, with a broad interpretation of creative and/or scholarly work. (30 points)
2. The number and types of publications and/or creative and scholarly works /events over the past 5 years. (10 points)
3. The quality/ranking of publications and/or creative works. Quality of research may be reflected by impact/ranking of the journal; importance/ranking of conferences; ranking of publishing house; total weighted number of citations; etc. Quality of creative works may be reflected by reviews and critiques; venues invited to perform; etc. (30 points)
4. External grants awarded. (10 points)
5. Impact on society or outreach to the community that can be measured through various means (e.g., impact on industry, addressing a social problem, number of people who attended the creative works, etc.). (20 points)

Questions about this award should be directed to the current Chairperson of the Award Committee by contacting: ap-ric@aucegypt.edu