Title
Procedures for Annual Lifetime and Five-Year Achievement University Research/Creative Activity Awards

Objective
To reward originality and excellence in research and creative activities as evidenced by sustained high quality work performed while contributing to the academic functions of East Carolina University at any rank or status.

Awards Per Year
A maximum of two Lifetime Achievement Research/Creative Activity Awards. A maximum of two Five-Year Achievement Research/Creative Activity Awards.

Review Procedures
In September, all academic units will be notified of the opportunity to nominate applicants for either a Lifetime or a Five-Year Achievement University Research/Creative Activity Award. Department-level academic units (to include 'areas of concentration' in the School of Art) may select candidates for each award (Lifetime or Five-Year) for consideration at the University level. Nominations may also be forwarded directly from the individual candidate or any collegial representative of the candidate’s field of work.

Each nomination must include a cover letter detailing the contributions of the nominee to his or her field of work over the period of the intended award. The nominating letter must specify for which award the candidate is to be considered (Lifetime or Five-Year). Consideration for the five-year award must focus on the candidate’s research or creative achievements during five years of continuous service at East Carolina University. Consideration for the Lifetime award must focus on the candidate’s research or creative achievements sustained over their entire career with an emphasis on work accomplished at East Carolina University.

Nominations arising from academic units must be put in perspective of the unit’s stated criteria for evaluating faculty research and creative activities. Independent nominations must include a similar statement of perspective, specifying criteria against which the applicant may wish to be judged. The core of the submission will be the presented evidence of the candidate's productivity and of the value and influence of the work according to peer review and any other help that can be provided for the committee’s considerations.

The nominator must request and include three letters of recommendation from outside of ECU, on institutional stationery, providing evaluations of the candidate’s accomplishments and contributions to the field of work for purposes of these award considerations. Recommendation letters should describe and emphasize the impact of the body of work on the applicant's field of scholarship. The request for outside reference letters must require that any present or past relationships between the referee and the candidate be specified.
The initial nominating letter (not packet) should be submitted electronically to the Academic Awards Committee via the Office for Faculty Excellence on or before September 15 of each year. The nomination packet (nominating letter, complete curriculum vitae, and 3 letters from outside referees) should be submitted to the Academic Awards Committee via the Office for Faculty Excellence on or before November 1 of each year. Beginning Fall 2015 nomination packets will be submitted electronically via the web and/or flash drive to the Office for Faculty Excellence for the committee’s review. Additional information for submission will be provided to nominees and on the OFE website.

The selection committee (composed of members of the Academic Awards Committee) will review applicants’ materials in the perspective of the criteria governing evaluation of research or creative activity in the academic unit/s most closely representing the candidates' respective fields of work. The primary criterion of the committee’s evaluation will be the impact of the body of work on the applicant's field of scholarship.

In December, the Academic Awards Committee will forward the names of those selected for the awards (Lifetime Achievement and Five-Year Achievement) to the Vice Chancellor for Research and Graduate Studies. The Vice Chancellor will review the selected candidates’ research materials and upon concurrence will make the public announcement of these awards. If the Vice Chancellor does not concur, than the Vice Chancellor will meet with the Academic Awards Committee to seek resolution.

Faculty members within all academic units are eligible to be nominated each Fall for one of the East Carolina University Awards for Excellence in Research or Creative Activity. There are a maximum of one Lifetime Achievement Research/Creative Activity Award and two Five-Year Achievement Research/Creative Activity Awards given annually.

These awards carry a monetary prize and are presented in a special awards ceremony each spring. The objective of the award recognition is to reward originality and excellence in research and creative activities as evidenced by sustained high quality work performed while contributing to the academic functions of East Carolina University at any rank or status.

Department-level academic units (to include ‘areas of concentration’ in the School of Art) may select candidates for one of the research awards for consideration at the University level. Nominations may also be forwarded directly from the individual candidate or any collegial representative of the candidate’s field of work. Nominations arising from academic units must be put in perspective of the unit's stated criteria for evaluating faculty research and creative activities. Independent nominations must include a similar statement of perspective, specifying criteria against which the applicant may wish to be judged. The core of the submission will be the presented evidence of the candidate's productivity and of the value and influence of the work according to peer review and any other help that can be provided for the committee’s considerations.

Each nomination must include a cover letter detailing the contributions of the nominee to his or her field of work over the period of the intended award. The Lifetime Achievement Award recognizes accomplishments made across the entire span of the candidate's professional lifetime. Consideration for the Five Year Award must focus on the candidate's research or creative achievements during five years of continuous service at East Carolina University.

The nomination packet (complete curriculum vitae and three letters from outside should be submitted to the Center for Faculty Excellence on or before November 1 of each year. Following collection, all items are forwarded to the award selection committee.
## Evaluation Process

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>September 1</td>
<td>All academic units will be notified of the opportunity to nominate applicants for either a Lifetime or a Five-Year Achievement University Research/Creative Activity Award.</td>
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<td>September 15</td>
<td>Submission of each nominee’s initial nominating letter (not packet) to the Center for Faculty Excellence</td>
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<tr>
<td>November 1</td>
<td>Submission of 1 copy of each nominee’s packet (nominating letter, complete curriculum vitae, and 3 letters from outside referees) to the Academic Awards Committee via the Center for Faculty Excellence. No additional information will be accepted after this deadline. Following collection, all items will be forwarded to the award selection committee.</td>
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<td>November-December</td>
<td>The award selection committee (composed of members of the Academic Awards Committee) will review applicants’ materials in the perspective of the criteria governing evaluation of research or creative activity in the academic unit most closely representing the candidates’ respective fields of work. The primary criterion of the committee’s evaluation will be the impact of the body of work on the applicant’s field of scholarship. Following review, the award selection committee will report to members of the Academic Awards Committee.</td>
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<td>December</td>
<td>The Chair of the Academic Awards Committee will forward the names of those selected for the three awards to the Vice Chancellor for Research and Graduate Studies.</td>
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<td>January</td>
<td>The Vice Chancellor for Research and Graduate Studies will review the candidates’ research materials in accordance with the approved award procedures.</td>
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<td>February</td>
<td>The Vice Chancellor for Research and Graduate Studies will send letters of award recognition to recipients and Chair of the Academic Awards Committee and letters of appreciation to all award nominees. This will be done prior to the public announcement of these awards.</td>
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### Amendments
- FS Resolution #09-34, October 2009
- FS Resolution #12-72, April 2012