**Excellence in Scholarship & Creative Endeavors Award**

**Purpose:** This award is to encourage and reward excellence in peer-reviewed juried scholarship and creative endeavors.

**Overview:** The Excellence in Scholarship and Creative Endeavors Award is presented by Georgia College to one full-time, tenured or tenured-earning faculty member who exhibits evidence of individual or collaborative scholarly activity. Scholarly works may include but are not limited to: research article(s), book(s), book chapter(s), monograph(s), painting(s), sculpture(s), musical composition(s) and arrangement(s), musical performance(s), performance(s) or design of theatrical production(s), artistic exhibition(s). For collaborative scholarly work, only one Georgia College contributor is recognized, most likely senior scholar or scholar who contributed the greatest to the scholarly works. To be eligible for this university-wide award individuals must be nominated by a faculty member, department chair, or dean at the college level. College committees will select their Excellence in Scholarship & Creative Endeavors award recipient and forward to the university selection committee.

For a previous recipient to be nominated, at least five years must have passed since the faculty member’s most recent recognition with this award. Self-nominations and nominations from students will not be accepted. It is the responsibility of the nominee to ensure completion of the application portfolio.

For their meritorious work award recipients will receive $1000 in their base salary effective the following fiscal year.

The award is not necessarily made annually.

**Criteria:** Nominees will be judged on the basis of the previous two calendar years' scholarly/creative endeavors work (January 1, 2013 – December 31, 2014).
**Required Documentation:** Nomination portfolios for this award are limited to 15 pages (in a font no smaller than 12 point, single line spacing, 1 inch margins including top and bottom) excluding copies of peer-reviewed/juried work(s) and the application form. Each portfolio must include the following information:

1. **Faculty Excellence Application Form.**
2. **Nomination letter.**
   a. Letter from nominator highlighting noteworthy scholarly/creative endeavors during the previous two years (Jan. 1, 2013 – Dec. 31, 2014) and explaining how the candidate meets the criteria.
   b. Maximum of two pages.
3. **Chair letter of support.**
   a. Letter from chair supporting nomination that evaluates the submitted scholarly/creative endeavors with respect to depth of scholarship, originality, peer/juried review, competitiveness and reputation of the venue in which the work appears, how widely the scholarship is disseminated, and its relationship to the state of the discipline.
   b. Maximum of two pages.
4. **Letters of support.**
   a. Two letters that evaluate the submitted scholarly/creative endeavors with respect to depth of scholarship, originality, peer/juried review, competitiveness and reputation of the venue in which the work appears, how widely the scholarship/creative endeavors are disseminated, and its relationship to the state of the discipline.
   b. Since the faculty awards committee may be comprised of individuals from a variety of academic disciplines, each letter of support should be written so that it can be understood by reviewers not in that field, e.g., letters should avoid terminology and jargon specific to the field as much as possible.
   c. Letters can come from discipline experts within the field that are not necessarily Georgia College colleagues. If this is the case they must describe their relationship with the nominee.
   d. No co-authors, whether Georgia College or external, may submit a letter of support.
   e. Maximum two pages for each letter.
5. **Listing of peer-reviewed/juried scholarly works.**
   a. Provide a chronological listing (most recent to oldest) of scholarly/creative endeavors to be considered within the previous two years (Jan. 1, 2013 – Dec. 31, 2014)
b. Listing should include author(s), scholarly/creative endeavors title, date, as well as peer/jury review process, information describing selectivity of process, and brief description of submission of scholarship/creative endeavors.

c. Listing can include peer-reviewed presentations.

d. Maximum of three pages.

6. Reflective statement.
   a. A reflective statement by the candidate that describes how their scholarship/creative endeavors is integrated with their teaching.
   b. Maximum of two pages.

7. Copies of/evidence of the peer-reviewed/juried scholarly work.
   a. Submit a copy of the scholarship work(s) submitted for review per the listing in Item #5. If a painting or sculpture, or other creative works not able to provide a copy of (i.e., musical performance), photos and/or copies of exhibition announcements are appropriate.
   b. This procedure may result in the submission of more than one piece of scholarship from an individual; however, it is important to note quality of scholarly/creative endeavors is more important than quantity.
   c. Only the final product is eligible for submission. A reprint/copy of the actual scholarly work must be submitted.
      a. Scholarly/creative endeavors that have been accepted but not published or performed are ineligible.
   d. The scholarly/creative endeavors must clearly indicate that the author/faculty member is affiliated with Georgia College.

8. Dean/Director letter of support.
   a. Letter describing the faculty’s overall scholarship/creative endeavors excellence.
   b. This letter to be added following the college selection process.
   c. Maximum of two pages.

Portfolio will have the following sections and headings, please do not add sections.

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<td>8</td>
<td>Letter of support from Dean/Director*</td>
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**Total Maximum Pages**  
15

Required formatting: No font smaller than 12 point, single line spacing, 1 inch margins including top and bottom.

All documents must be combined into a single pdf file and submitted by email.

Portfolios that exceed 15 pages (not including copies of evidence and application form) or do not meet formatting requirements will not be accepted.

*Letter of support from Dean/Director is required only after college selection is made and the candidate is moving to the university level.

**Due Dates:**

Nominations to College Dean by: February 13, 2015  
Nominees notified by College Dean by: February 16, 2015  
College selection received by Dr. Steve Jones by: March 13, 2015  
University selection by: April 8, 2015