**COLLEGE OF LIBERAL ARTS**

**FACULTY SCHOLARSHIP (RESEARCH/CREATIVE ACHIEVEMENT)   
AWARD NOMINATION**

#### Nomination Guidelines and Processes

Nominations may be submitted by faculty or staff members of the College of Liberal Arts at Cal Poly via the appropriate department chair.

Award nominations must be submitted electronically by the appropriate department chair via email to Lynne Ricard ([lricard@calpoly.edu](http://lricard@calpoly.edu)). The nomination must include the relevant CLA nomination cover sheet, and the entire nomination packet should be sent as a single file in Word or PDF format.

The electronic nomination file should be named in the following manner: NOMINEELASTNAME\_AWARDNAME . Materials in the single file should be organized in the following order:

1. CLA nomination cover sheet
2. Nomination letter
3. Nominee's curriculum vitae/resumé

A faculty or staff member may win each award only once. Questions regarding award criteria and eligibility, as well as the nomination process may be directed to Doug Epperson ([dleppers@calpoly.edu](http://dleppers@calpoly.edu)) or 805-756-2706.

**Nominee: Department:**

**Current Title/Rank:**

**Date of first tenured/tenure-track appointment at Cal Poly:**

**Degree(s)—include institution(s), discipline(s), and year(s):**

Nominators are encouraged to review the award descriptions and carefully consider the criteria for each award (see below) when submitting nominations. All nominations will remain confidential. Feedback will be available upon request.

I RESPECTFULLY SUBMIT THIS NOMINATION FOR THE AWARD CHECKED BELOW

**[ ] Richard K. Simon Award for Outstanding Career Achievement in Scholarship**

**[ ] Early Career Award for Achievement in Scholarship**

**Nominator:**

**Title and Department:**

**Office Address, Phone #, & E-mail:**

**Signature & Date:**

**Chair’s endorsement:**

**Signature & Date:**

**Attach to this cover sheet the following supporting documents:**

* **Nomination Statement** **(limited to 3 pages)**

Begin with a statement of no more than three pages describing why this person deserves the award. Cite specific examples of relevant accomplishments, publications, and recognition whenever possible. Focus on the impact of the nominee's scholarly and/or creative activities.

* **Nominee’s Curriculum Vitae**
* **Additional Evidence** **(optional)**

Please note that nominees are not served well in the evaluation process by the submission of a large body of undigested material.

**Award Criteria**

***Richard K. Simon Award for Outstanding Career Achievement in Scholarship ($500)***

***Purpose****:* This memorial award recognizes a faculty member who, over the course of his or her career, has generated a national or international reputation for contributions in research and/or artistic creativity, and who has influenced the research and/or creative activities of students.

***Eligibility****:* Tenured faculty who have had a professional career since their Ph.D. (or other appropriate terminal degree) of twelve (12) or more years and who have been employed by Cal Poly as tenured or tenure-track faculty for a minimum of six (6) years.

**Criteria:**Documented evidence of outstanding research/creative accomplishments and resulting impact on the discipline, national and international recognition in the academic community, and evidence of a substantial positive impact of their mentorship on undergraduate and/or graduate students. The candidates will be judged by the body of work produced while a faculty member at Cal Poly.

***Early Career Award for Achievement in Scholarship ($500)***

**Purpose*:***This award recognizes a faculty member who has demonstrated outstanding accomplishments in research and/or artistic creativity unusually early in his or her professional career.

**Eligibility*:***Tenured or tenure-track faculty with a professional career since their Ph.D. (or other appropriate terminal degree) of at least three (3) years and less than twelve (12) years and have had a minimum of three (3) academic years of appointment as a Cal Poly tenured or tenure-track faculty member.

**Criteria*:***Documented evidence of exemplary research accomplishments and/or artistic creativity, growing national and/or international recognition in the academic or artistic community, evidence of a positive impact of their research on their discipline, and involvement of students.  The candidate will be judged by the body of work since terminal degree, with an emphasis on the work produced while a faculty member at Cal Poly.