

## **CASA Scholar of the Year Award**

### **Guidelines**

**March 2017**

#### **DEFINITION AND SELECTION PROCESS**

The CASA Scholar of the Year Award, established in spring 2016, is awarded to one CASA faculty member per year. Selection is based on an individual's research and scholarly activity from the previous calendar year, as reported in the department/school Research and Scholarly Activity Report. For eligible faculty to be considered for the award, the department/school collective Research and Scholarly Activity Report must be submitted to the Dean's Office no later than the last day of February, reflecting the work from the previous calendar year.

When submitted, each faculty entry must have the activities (listed below) clearly delineated. Items that are questionable in nature or difficult to discern may not be included in the initial ranking by the CASA Research Committee, the entity that oversees the selection process. Each Department Head or School Director may, at his or her discretion, provide a ranked list for each eligible faculty member utilizing the categories below.

The Research and Creative Activity Report must also include the percentage of time each faculty member has been assigned for research within the CALENDAR Year. As most assignments are given for the Academic year, this may involve a calculation of 50% of research for the spring semester and 50% of research for the fall semester if the Research percentage has differed in the two calendar years.

The review process includes two phases: 1) The Research and Creative Activity Reports are analyzed and translated into a spreadsheet of activities. Each faculty eligible for the award receives a total score based on the tallying of the activities multiplied by the associated point system outlined below, creating a Raw Score. After the Raw Scores are calculated, a Weighted Score is created by multiplying the Raw Score by the percentage weight assigned to a given faculty member by his or her department for Research. The CASA Research Committee will then convene and use both the Weighted Score and the Raw Score to determine a short list for consideration for the award. The number of candidates selected for the short list is at the discretion of the Committee.

After the short list is created, each committee member is provided a copy of the yearly Research and Scholarly Activity Report for each candidate. Time is given to review the materials and each Committee Member ranks the candidates in order of most to least deserving of the award. The Committee Chair tallies the voting and a final ranked candidate list is compiled. This list is submitted to the Dean for review. Based on this information, the Dean selects the recipient of the CASA Scholar of the Year Award.

## **POINTS CATEGORIES**

### 5 points

Authored book  
Refereed journal article  
Internal or external grant >\$50K  
Professional award (from major industry source)

### 4 points

Edited Book  
Refereed book chapter  
International or national refereed conference presentation  
External grant <\$50K  
University-level award

### 3 points

Conference proceedings  
Internal grant <\$50K  
College-level award  
Best paper award  
Invited (non-refereed) presentation

### 2 points

Non-refereed book chapter  
State/regional refereed conference presentation  
Continuing Education article or presentation  
Research project with students (must be clearly documented as to role)  
School/Department-level award

### 1 point

Non-refereed journal article  
Non-refereed conference presentation

## **SUBMISSION**

Ranked list is due to the Dean by April 22. Official announcement and award presentation will be made at the Board of Counselor's luncheon in October.

## **ELIGIBILITY**

All tenured and tenure-track faculty are eligible for this award. The selected winner of the Scholar of the Year award will be ineligible for the award the following year.

## **AWARD**

Recipient will receive a \$500 cash award (unless the recipient would prefer professional development funding) and his/her name will be recorded on a plaque in the Dean's Suite. Recipient will attend the Board of Counselor's luncheon in October for recognition.