

## INSTITUTIONAL RESEARCH AWARDS

*(Revised, October 2015, November 29, 2021 and April 19, 2022)  
(Approved by the Faculty Senate, October 2010)*

**INTRODUCTION:** Historically, Florida Agricultural and Mechanical University (FAMU) has been committed to the concept of rewarding its high achieving faculty. For many years, the reward system weighed heavily towards the recognition of faculty for excellence in teaching. At this time, FAMU is also committed to recognizing outstanding university faculty, librarians, and developmental research school faculty for outstanding contributions to "Research and Scholarly Activities."

**BACKGROUND:** Faculty members at FAMU are expected to teach, conduct **research**, and render service to the University, their profession, and the community. Through their **research** endeavors, **if they are in STEM, which include** areas of science, technology, engineering, and mathematics, they must apply for and receive grants to enhance their professional goals to advance the University's mission statement. However, **non-STEM** faculty members in history, social science, educational pedagogy, law, arts, and humanities, academic disciplines that study aspects of human society and culture will advance the University's mission statement with their **scholarly activities**.

"FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research."

The faculty perform the primary academic functions of the University. Its greatness is measured, to a large extent, by those who are committed to providing innovative, effective instruction in the classroom, to developing students for the challenges of the 21st century, to exploring **research** methodologies for creating new knowledge, and to promoting the highest level of professionalism in their academic disciplines. Therefore, it is all fitting together that faculty whose outstanding **research** and **scholarly activities** made significant contributions toward the growth and development of FAMU should be rewarded.

**PURPOSE:** The purpose of awarding outstanding faculty for **research** and **scholarly activities** is to recognize members of the FAMU faculty. They have distinguished themselves among their peers both within and outside the University. The awards will also explore models for excellence, which may be used in evaluating research and service in a university setting. The research award will be bestowed upon FAMU faculty through a nomination and a fair peer review by a University-wide "Selection Committee." It will identify the recipients as outstanding members of their profession. The successful candidate(s) should have a continual and coherent record of professional performance and be identified with a distinct body of knowledge. Indicators of significant impact by the candidate's research and scholarly activity and service are essential and, as markers of

distinction, are often specific to the candidate's discipline or area of academic pursuit. The selected individuals must have unassailable credentials worthy of the University award.

**TYPE OF AWARDS:** There will be six levels of awards for outstanding achievements in **research** and **scholarly activities**. There are three awards in **STEM** and three awards in **non-STEM** areas of **research** and **scholarly activities** that **may** be granted.

1. Distinguished Researcher in STEM, One (1) Award
2. Distinguished Researcher in non-STEM, One (1) Award
3. Research Excellence in STEM, One (1) Award
4. Researcher Excellence, in non-STEM One (1) Award
5. Emerging Researcher in STEM, One (1) Award
6. Emerging Research in non-STEM, One (1) Award

In each category, there is a **maximum** number of awards that may be granted. However, that number depends on the **quality** of the applications.

**NOMINATION:** Candidates for these research awards shall be nominated by a FAMU faculty member of comparable or higher rank who is familiar with the nominee's research activities. The nomination form provided in the application package must be completed and include the typed name, title, affiliation, address, and *signature* of the nominating individual along with a brief justification for the nomination (all included in one page or less, (See pg. 7). All nominations form must be emailed to the President of the Faculty Senate (Dr. Ann Marie Cavazos) via email to [ann.cavazos@famuedu](mailto:ann.cavazos@famuedu) and the Faculty Senate Coordinator (Ms. Tanya Milliner) via [email to tanya.milliner@famuedu](mailto:tanya.milliner@famuedu). **(Please send the document as a pdf file because of the signature)**

**SOURCE OF FUNDS AND THE SELECTION COMMITTEE:**

The institutional research awards will be funded from the Division of Research's budget, upon the approval of the Vice President for Research. The Office of the Vice President for Research will determine if the budget for this award will be granted every year in October.

The **Research Awards Selection Committee Members** are appointed by the Office of the Faculty Senate and in consultation with the Office of the Vice President for Research. The Vice President for Research will choose an appropriate time and venue to award the recipients.

**SELECTION CRITERIA (FOR ALL AWARDS):** The criteria include, but are not limited to:

- Receipt of prestigious national or state awards or prizes.
- A record of substantially continuous funding from significant research foundations or agencies such as NIH, NSF, NASA, USAID, Humanities, Arts, Law, History, Department of Education, Department of Agriculture, Department of Defense, or any other federal, state, and private grants.
- Receipt of a major award from an institutional or primary professional society.
- Major publications (books, chapters, and original articles), shows, exhibits and the like, as appropriate to the candidate's discipline, or have been the subject of a major critical review.
- Citations of significant work by recognized entities.
- Evidence of collaborative research activities/projects/accomplishments.

- Outstanding professional service that constitutes significant recognition such as participation in national research proposal reviews or journal article reviews or election to a leadership position in primary professional associations.
- Leadership role in the development of significant institutional research centers or programs.
- Contributions to institutional faculty development activities.
- Contributions to the teaching and development of undergraduate and graduate students and postdoctoral fellows; and
- Participation and presentation of major research findings in national and international meetings.

I. **DISTINGUISHED RESEARCHER and SCHOLARLY ACTIVITIES AWARD:** This award will be bestowed upon a senior faculty with distinction in STEM and non-STEM. The distinction is a measure across all areas of research responsibility -- research and scholarly activities, peer recognition, ability to secure federal, state, and private research resources (grantsmanship), training and development of undergraduate and graduate students and postdoctoral fellows, publication records and dissemination of research materials (national and international presentations). The “Distinguished Researcher Award” should signify that the recipient is genuinely distinguished:

- A senior FAMU faculty is a full professor, who served FAMU with distinction for at **least 12 years** (at the time of filing the application).
- After a thorough review, the Selection Committee will submit one (1) candidate in the STEM and one (1) candidate in the non-STEM for the award to the Office of the President of the Faculty Senate.
- The President of the Faculty Senate will officially recommend the selected name to the Office of the Vice President for Research.
- The selected individuals will receive a **\$5,000** one-time cash award as the Distinguished Researcher and Scholarly Activities Award recipient.
- The recipients will receive a commemorative plaque; and
- The Distinguished Researcher Award will be given only once to an individual during his or her tenure at the University.
- The recipients of the “Distinguished Researcher Award” will not be eligible for any of the other research award categories.

**SELECTION CRITERIA:** The selection criteria were listed above.

II. **RESEARCH EXCELLENCE FOR STEM AND NON-STEM AWARD:**

This award will be given to outstanding faculty members who excel in all areas of research responsibility in a manner as outlined in the earlier award:

- All FAMU faculty who served the institution for at least **six years** (at the time of the filing of the application) and who have not previously received the Distinguished Researcher Award are eligible for nomination.
- After a thorough review, the Selection Committee will submit one (1) STEM candidate and one (1) non-Stem candidate for the award to the Office of the President of the Faculty Senate.

- The STEM research excellence award included those areas of science, technology, engineering, and mathematics.
- Non-STEM research excellence award in history, social science, educational pedagogy, law, arts, humanities, academic disciplines that study aspects of human society and culture.
- President of the Faculty Senate will officially recommend the selected names to the Office of the Vice President for Research.
- The recipients will be honored with a plaque and a **\$3,000** one-time cash award for each
- The recipients of the Research Excellence Award will not be eligible for any of the other research award categories for seven years.

**SELECTION CRITERIA:** The selection criteria were listed earlier.

**III. EMERGING RESEARCHER in STEM and non-STEM AWARD:**

This award will be given to outstanding younger faculty members who engage in all areas of research and who demonstrate research excellence in their own fields of expertise. This award will be given in a manner as outlined in the earlier awards:

- All FAMU faculty who served the institution for **at least three years** are eligible for nomination.
- After a thorough review, the Selection Committee will submit one (1) STEM candidate and one (1) non-STEM candidate for the award to the Office of the President of the Faculty Senate.
- The President of the Faculty Senate will officially recommend the selected names to the Office of the Vice President for Research.
- The recipients will be honored with a plaque and a **\$2,000** one-time cash award for each, and
- The recipients of the Emerging Researcher Award will not be eligible for any of the other research award categories for five years.

**FLORIDA A&M UNIVERSITY**  
**2022-2023 INSTITUTIONAL RESEARCH AWARD**  
**\*\*\* APPLICATION PROCESS TIMELINE**

Activities	Dates		
	Day	Month	Year
1- Nominations Open	Wednesday, 14 <sup>th</sup>	December	2022
2- Nominations Close (DEADLINE)	Monday, 9 <sup>th</sup>	January	2023
3- Applications Submitted (by Nominees) to the Office of the Faculty Senate Deadline	Monday, 13 <sup>th</sup>	February	2023
4- Institutional Research Award Applicants Evaluations Conducted	Wednesday, 15 <sup>th</sup>	February	2023
5- Finalists Interviewed	Monday, 20 <sup>th</sup>	March	2023
6- Recommendation(s) of Research Award Recipients to be Submitted to the Office of the Faculty Senate	Monday, 27 <sup>th</sup>	March	2023
7- Recommendation(s) of Research Award Recipients to be Submitted to the Office of the Vice President, Division of Research	Monday, 10 <sup>th</sup>	April	2023
8- Tenth Annual Principal Investigators' Appreciation and 2023 Researchers of the Year Award Luncheon	Friday, 28 <sup>th</sup>	April	2023

**FLORIDA A&M UNIVERSITY  
2022-2023 INSTITUTIONAL RESEARCH AWARD**

**RESEARCH AWARD APPLICATION**

**TYPE OF AWARD APPLIED FOR:**

- 1. Distinguished Researcher, Two (2) Awards, (1) in STEM and (1) in non-STEM**
- 2. Research Excellence, Two (2) Awards, (1) in STEM and (1) in non-STEM**
- 3. Emerging Researcher, Two (2) Awards, (1) in STEM and (1) in non-STEM**

Choose **only one** category from above: \_\_\_\_\_

Name (PI): \_\_\_\_\_ Date \_\_\_\_\_

Rank/Position: \_\_\_\_\_ Academic Unit/Dept.: \_\_\_\_\_

Year Promoted: \_\_\_\_\_ No. Years in Rank: \_\_\_\_\_

Date Employed at FAMU: \_\_\_\_\_ No of Years: \_\_\_\_\_ Months: \_\_\_\_\_

University Address, E-mail and Telephone Number: \_\_\_\_\_

**I. ACADEMIC TRAINING (PI/PD).** Include academic training beyond your terminal degree, if applicable:

<b>College/University</b>	<b>Degree</b>	<b>Academic Discipline</b>	<b>Year</b>

**II. OUTSTANDING CONTRIBUTIONS:** Explain your outstanding contributions to the University in **research** and scholarly activities.



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**V. PROFESSIONAL SERVICE.** List professional research service at the local, state, national, and international levels (*involving **research** activities of the PI*).

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**VI. PUBLICATIONS/SCHOLARLY ACTIVITIES.** List activities by title, date, periodical/volume, and number of pages. Separate all books, video developments, chapters and journal publications from **research** presentations in international, national and local meetings *of the PI*.

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**VII. RESEARCH/GRANTS.** List all research projects and grants supporting this nomination. Provide the title, dates, purpose, name of grantor and contract amount.



**VIII. AWARDS.** List **research** awards you have received in research and service. Include the name of and purpose for the award, organization bestowing the award, and the year received the award *by the PI*.

Name of the Award	Awarder	Purpose	Year

**IX. RECOMMENDATIONS.** Include in your package at least three recommendation letters from your supervisor, professional colleagues, and/or former students or **research** assistants who are no longer attending or affiliated with Florida A&M University.

<u>Name</u>	<u>Title</u>	<u>Address</u>
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**X. CERTIFICATION.** I certify that I am eligible to apply for an institutional **research** award and I am submitting my application for consideration.

\_\_\_\_\_  
Signature Date

**NOTE:**

Please include a current vita in addition to other supportive data on effectiveness in research and service. You may submit no more than 100 pages in your completed application, documentation included. Two copies of a completed, signed, and bound application package is required. Please note that you can only be nominated for one award category.

Application must be submitted on or before the indicated deadline to:

**SUBMIT COMPLETED APPLICATION**

To: Institution Research Award Committee Chair:  
Dr. Ezzeldin R. Aly, via email: [Ezzeldin.aly@famuedu](mailto:Ezzeldin.aly@famuedu)

Thank you

**Florida A&M University Faculty Senate**

**Selection Committee for the Investigator Awards (SCIA) Evaluation Form**

Name of the Applicant: \_\_\_\_\_ Academic Unit: \_\_\_\_\_

Type of Award Applied For (circle only one):

1. Distinguished Research, Two (2) Awards, (1) in STEM and (1) in non-STEM
2. Research Excellence, Two (2) Awards, (1) in STEM and (1) in non-STEM
3. Emerging Researcher, Two (2) Awards, (1) in STEM and (1) in non-STEM

Please evaluate the STEM applicant using the following criteria:

CRITERIA	Max. Pts	Evaluation
<b>I. Academic Credentials:</b> Is the applicant's academic training appropriate for his/her rank and responsibility? Did the applicant complete postgraduate study after earning his/her highest degree?	<b>10.0</b>	
<b>II. Research Advising Effectiveness:</b> Evaluate the average rating received by the applicant from the faculty's supervisor, peers, students, and other <b>research</b> assistants for <b>research</b> advising effectiveness as evaluated from the submitted letters of recommendation and other documentation materials (e.g., <b>research</b> advising awards received)?	<b>10.0</b>	
<b>III. 1. Research/Scholarly Activities:</b> Evaluate the average rating received by the applicant as evaluated from the faculty's supervisor and peer's recommendation letters that document <b>research</b> and creative activities (any research awards received)?	<b>10.0</b>	
<b>III. 2. Research/Scholarly Activities:</b> Evaluate the number of grants the applicant received for the past 12 years or during the tenure of the applicant? Consider the size and usefulness of the grants. <i>(Please note that non-STEM applicants will not be evaluated by grants)</i>	<b>10.0</b>	
<b>III. 3. Research/Scholarly Activities:</b> Evaluate the number of publications for books, manuals, plays, videos, films and articles published or creative activities presented during the past 12 years or during the tenure of the applicant? Give preference to those in refereed publications and those recognized works of art.	<b>10.0</b>	
<b>III. 4. Research/Scholarly Activities:</b> Evaluate the applicant's contribution to <b>research</b> in the applicant's field of endeavor (consider if any recognitions/awards are received).	<b>10.0</b>	
<b>III. 5. Research/Scholarly Activities:</b> Evaluate the contribution of the applicant to institutional <b>research</b> development (student development, faculty development or infrastructure and program development).	<b>10.0</b>	

<b>IV. 1. Research Service:</b> Evaluate the average rating received on the applicant's evaluation for performance of <b>research</b> service as evaluated by his supervisor, peers, students and <b>research</b> assistants?	<b>10.0</b>	
<b>IV. 2. Research Service:</b> Evaluate the quality of the applicant's service to her/his professional organizations.	<b>10.0</b>	
<b>IV. 3. Research Service:</b> Evaluate the quality of the applicant's service as a professional to her/his community.	<b>10.0</b>	
<b>TOTAL NUMBER OF POINTS</b>	<b>100.0</b>	

Evaluator's Number \_\_\_\_\_ Date \_\_\_\_\_

**FINAL OVERALL SCORE**

Name of the Applicant \_\_\_\_\_ Academic Unit: \_\_\_\_\_

Date: \_\_\_\_\_

EVALUATION	SCORE
<b>A. SCORE OBTAINED FROM THE DOCUMENT EVALUATION - (90% OF THE OVERALL SCORE):</b>	
<b>B. SCORE OBTAINED FOR THE INTERVIEW SESSION - (10% OF THE OVERALL SCORE): THE SELECTION COMMITTEE WILL DECIED IF THEY NEED TO HOST AN INTERVIEW OR ANNOUNCE THE SELECTED WINERS WITHOUT AN INTERVIEW BASE ON SECTION. A OF THE EVALUATION PROCESS</b>	
<b>C. TOTAL OVERALL SCORE (100%):</b>	

**IMPORTANT NOTE:** A short list will be established by the Selection Committee by reviewing the scores obtained from the applicant documents' evaluation. Only those included in the short list will be invited for the interview sessions. The score received in the interview session will then constitute 10% of the total overall score.

Approved by the Faculty Senate SCIA on April 19, 2022

**Florida A&M University Faculty Senate**

**Selection Committee for the Investigator Awards (SCIA) Evaluation Form**

Name of the Applicant: \_\_\_\_\_ Academic Unit: \_\_\_\_\_

Type of Award Applied For (circle only one):

1. Distinguished Research, Two (2) Award, (1) in STEM and (1) in non-STEM
2. Research Excellence, Two (2) Awards, (1) in STEM and (1) in non-STEM
3. Emerging Researcher, Two (2) Awards, (1) in STEM and (1) in non-STEM

Please evaluate the non-STEM applicant using the following criteria:

CRITERIA	Max. Pts	Evaluation
<b>I. Academic Credentials:</b> Is the applicant's academic training appropriate for his/her rank and responsibility? Did the applicant complete postgraduate study after earning his/her highest degree?	<b>10.0</b>	
<b>II. Research Advising Effectiveness:</b> Evaluate the average rating received by the applicant from the faculty's supervisor, peers, students, and other <b>research</b> assistants for <b>research</b> advising effectiveness as evaluated from the submitted letters of recommendation and other documentation materials (e.g., <b>research</b> advising awards received)?	<b>10.0</b>	
<b>III. 1. Research/Scholarly Activities:</b> Evaluate the average rating received by the applicant as evaluated from the faculty's supervisor and peer's recommendation letters that document <b>research</b> and creative activities (any research awards received)?	<b>10.0</b>	
<b>III. 2. Research/Scholarly Activities:</b> Evaluate the number of grants the applicant received for the past 12 years or during the tenure of the applicant? Consider the size and usefulness of the grants. <i>(Please note that non-STEM applicants will not be evaluated by grants)</i>	<b>10.0</b>	
<b>III. 3. Research/Scholarly Activities:</b> Evaluate the number of publications for books, manuals, plays, videos, films and articles published or creative activities presented during the past 12 years or during the tenure of the applicant? Give preference to those in refereed publications and those recognized works of art.	<b>10.0</b>	
<b>III. 4. Research/Scholarly Activities:</b> Evaluate the applicant's contribution to <b>research</b> in the applicant's field of endeavor (consider if any recognitions/awards are received).	<b>10.0</b>	
<b>III. 5. Research/Scholarly Activities:</b> Evaluate the contribution of the applicant to institutional <b>research</b> development (student development, faculty development or infrastructure and program development).	<b>10.0</b>	
<b>IV. 1. Research Service:</b> Evaluate the average rating received on the applicant's evaluation for performance of <b>research</b> service as evaluated by his supervisor, peers, students and <b>research</b> assistants?	<b>10.0</b>	

<b>IV. 2. Research Service:</b> Evaluate the quality of the applicant's service to her/his professional organizations.	<b>10.0</b>	
<b>IV. 3. Research Service:</b> Evaluate the quality of the applicant's service as a professional to her/his community.	<b>10.0</b>	
<b>TOTAL NUMBER OF POINTS</b>	<b>100.0</b>	

Evaluator's Number \_\_\_\_\_ Date \_\_\_\_\_

**FINAL OVERALL SCORE**

Name of the Applicant \_\_\_\_\_ Academic Unit: \_\_\_\_\_

Date: \_\_\_\_\_

EVALUATION	SCORE
<b>A. SCORE OBTAINED FROM THE DOCUMENT EVALUATION - (90% OF THE OVERALL SCORE):</b>	
<b>B. SCORE OBTAINED FOR THE INTERVIEW SESSION - (10% OF THE OVERALL SCORE): THE SELECTION COMMITTEE WILL DECIDED IF THEY NEED TO HOST AN INTERVIEW OR ANNOUNCE THE SELECTED WINERS WITHOUT AN INTERVIEW BASE ON SECTION. A OF THE EVALUATION PROCESS</b>	
<b>C. TOTAL OVERALL SCORE (100%):</b>	

**IMPORTANT NOTE:** A short list will be established by the Selection Committee by reviewing the scores obtained from the applicant documents' evaluation. Only those included in the short list will be invited for the interview sessions. The score received in the interview session will then constitute 10% of the total overall score.

Approved by the Faculty Senate SCIA on April 19, 2022