

OP 32.21

9.1 - Operating Policy and Procedure

Operating Policy and Procedure

DIRECTIONS

1. Help text for the fields may be initiated by clicking on the  icon in the top right corner of the heading.
 2. All fields with an * are required. You will not be able to launch the proposal without completing required fields.
 3. To review and approve an OP, Login with your eRaider and password; the Login link is at the top right of the page.
 4. Once logged in, click on "My Tasks."
 5. To review and edit the OP, click on the Edit button (indicated with a page icon that features a green pencil above it).
 6. When the Edit Proposal option has been selected, each area of the OP will show up as a data field. You can click inside each field and begin editing the text. You can also track changes by selecting the User Tracking feature on the right side of the portal. "Show current" is the default setting; select "Show current with markup" will display what edits have been made, by whom, and when.
 7. Once your edits are completed, or if you have no edits to make, click SAVE.
 8. Once the edits are saved, click on the "Decisions" icon, indicated by the round icon with the checkmark inside. You may then "Approve" the revised OP. The system will ask for a PIN; the default is 1234 (a custom PIN may be requested by emailing Lindsay Hallowell at the Office of Operating Policies; see link below).
 9. The newly revised OP will be posted online, and a record of the approval will be archived.
 10. If the proposal requires further review, use the "Add Comment" option to list the required reviewer, and the system administrators will route the proposal accordingly.
- Contact [Lindsay Hallowell](#) if you have any problems with the approval system.

Originator*

Operating Policy Review

OP Number* OP 32.21

OP Title* The Chancellor's Council Distinguished Research Award

Date* 4/1/17

Purpose* The purpose of this Operating Policy/Procedure (OP) is to establish the policy that governs the selection of recipients of the Chancellor's Council Distinguished Research Award.

Review Frequency* This OP will be reviewed in April of odd-numbered years by the **Senior** Vice President for Research (VPR) with substantive revisions forwarded through the President of Texas Tech University to the Chancellor.

Date Last Reviewed 8/3/15

Policy/Procedure

Policy/Procedure* **1. Description**

The Chancellor's Council Distinguished Research award is designed to recognize outstanding research, scholarship, and creative activity of faculty members in the developmental stages of their careers. The award will be bestowed only when merited; thus, there may be years when the award is not given. This award will be presented to no more than four recipients per academic year. Two awards will be given in each of two categories: (1) science, technology, engineering, and math (STEM) disciplines, and (2) social science, humanities, and creative arts disciplines. The four awards will be accompanied by a cash prize of \$5,000 each.

2. Nomination Procedure

a. Each college may nominate one faculty member identified through a procedure determined by that college, except that the College of Arts ~~and~~ Sciences may submit two nominees: one from the **area of sciences science, technology, and mathematics disciplines** and one from the **non-science social science, non-mathematics area. The nomination package shall contain the materials specified in the attachment to this OP humanities, and creative arts disciplines. Nominations** shall be **forwarded to the VPR submitted online at <https://ttu.infoready4.com>**.

b. The dean of each college shall also provide to the VPR the names of two of the college's distinguished professors who are willing to serve as members of the selection committees. Those professors, along with the associate deans for research and former winners of this award, will comprise a pool from which the VPR will appoint two selection committees (one for the STEM disciplines and one for the social science, humanities, and creative arts disciplines). Each committee will be composed of at least five to seven individuals with representation from colleges of all eligible applicants. The selection committees shall meet and consider the nominations. After consideration of the nominations, the committees will determine whether the award will be given and, if so, recommend recipients to the VPR. The VPR shall forward these recommendations to the President who, in turn, shall forward them to the Chancellor.

3. Eligibility and Criteria for Selection

a. Eligibility

Eligibility is limited to faculty members who, at the time nominations are due to the VPR, have been in tenured or tenure-track positions at Texas Tech University for no less than three years as of the beginning of the current fall semester and who **have held were awarded** the terminal degree **for** no more than **twelve 12 twelve** years **(again, effective at prior to the beginning of the current fall semester) semester**.

Full professors are not eligible.

An individual may receive this award only one time.

b. Criteria

Recipients will be individuals who have achieved national or international recognition, as judged by one or more of the following measures. More weight will be assigned to work that was conducted while the nominee was a member of the Texas Tech faculty and resulted in recognition for Texas Tech than work done elsewhere. Internal awards will not be considered.

(1) Publication in the highest ranked journals, according to the

discipline;

(2) Book contracts, fellowships, and other honors;

(3) Creative work presented in nationally recognized venues (juried exhibitions, performances, etc.);

(4) Invited presentations at symposia (or their equivalent) at national meetings;

(5) Service on editorial boards (or their equivalent) for nationally recognized journals or national review panels (e. g., funding and professional organizations);

(6) Peer-reviewed externally funded research or creative activity;

(7) Patents, patent applications, and license agreements;

(8) National academy panels, study sections within funding agencies, and roadmapping/strategic planning with agencies;

(9) Other measures appropriate to the individual's discipline; and

(10) Grant proposals under review and grant proposals submitted and declined within the past three years. Note: This information will be retrieved by the OVPR and does not have to be included in the nomination packet.

[Attachment: Chancellor's Council Distinguished Research Award Nomination Form](#)