Texas Tech University
WHITACRE COLLEGE OF ENGINEERING
Operating Policy and Procedures
[Approved by Executive: 09-06-16]

WCOE OP 10.08: Faculty Research Awards (FRAC)

Date: August 2016

Purpose: The purpose of this Operating Policy is to establish the procedure for recommending faculty for College of Engineering and University Research Awards.

Review: This OP will be reviewed in the summer of every odd-numbered year by the College Faculty Research Awards Committee, with recommendations for revision presented to the Executive Committee by August 15.

University OPs related to Faculty Research Awards

- OP 32.21 Chancellor's Council Distinguished Research Award
- OP 32.24 Faculty Awards (Barnie E. Rushing Jr. Faculty Distinguished Research Award)

POLICY/PROCEDURE

1. Background

The purpose of the Faculty Research Awards Committee (FRAC) is to recognize and

promote research excellence in the College of Engineering by recommending to the dean names of faculty for distinctive research honors. Responsibilities include reviewing Horn Professor nominations from the college, recommending faculty for appointment as Ed and Linda Whitacre Faculty Fellows and as recipients of the Whitacre Engineering Research Awards, and recommending faculty candidates for university research awards. In addition, the committee may review and recommend candidates for college-wide research award solicitations from external organizations such as The Academy of Medicine, Engineering and Science in Texas (TAMEST) New Faculty Award.

The role of this committee extends beyond simply soliciting and reviewing nomination

packets, but also includes faculty development of nominees to help them prepare highly competitive dossiers and solicit compelling external letters, and mentoring faculty for national awards. Hence, membership to this committee is restricted to the college's most distinguished researchers who are prepared to help other faculty members achieve similar levels of recognition, thereby bringing value not only to the faculty but also to the college's national reputation.

a. To promote and recognize growth in research excellence, the college provides the following research recognition:

Ed and Linda Whitacre Faculty Fellows.

These fellowships are targeted at midcareer faculty to provide visible and prestigious recognition that will better prepare them for obtaining external research awards and other honors. The Whitacre Faculty Fellowship will be held for no more than three years.

Whitacre Engineering Research Awards.

Three awards will be given annually to engineering faculty for excellence in research. Two awards will be for excellence in research over the past five years; one award will be for evidence of research growth over the past three to five years.

b. Based on the Faculty Research Awards Committee recommendations, the dean recommends to the vice president for research a candidate for the following awards (see University OPs 32.21 and 32.24):

Chancellor's Council Distinguished Research Award	(Competitive)
Barnie E. Rushing Jr. Faculty Distinguished Research Award	(Competitive)
Outstanding Researcher Award, College of Engineering	(Noncompetitive)

2. Presentation of Research Awards/Recognition of University Nominees

WCOE award recipients and the college's university award nominees are recognized annually at the Spring WCOE faculty and staff banquet where checks will also be presented. Departmental functions and other college functions may also be occasions to celebrate these achievements. University award winners will also be recognized by the university at the Spring Faculty Honors Convocation.

3. Membership of the Faculty Research Awards Committee (FRAC)

The committee shall consist of a minimum of two Horn Professors; the college's previous winners of the Barnie E. Rushing Jr. Faculty Distinguished Research Award and the Chancellor's Council Distinguished Research Award; and two appointments by the Dean. The Dean shall name the Chair of the committee. The committee will appoint a secretary from within its members to keep a record of their deliberations with permanent records maintained by the Dean's office.

4. Award Eligibility Restrictions

General Guidelines:

a. Previous winners of college and university research awards will be ineligible for re-nomination for the same award category.

b. The Dean, Department Chairs, Associate Deans, Horn Professors, and members of FRAC are ineligible for the Ed and Linda Whitacre Faculty Fellowship and the Engineering Research Awards.

Ed and Linda Whitacre Faculty Fellows:

a. College of Engineering tenured or tenure-track faculty, assistant or associate professor rank, are eligible.

Whitacre Engineering Research Award:

a. College of Engineering tenured or tenure-track faculty members of any rank are eligible.

b. Past recipients of the Barnie E. Rushing Jr. Faculty Distinguished Research Award or Chancellor's Council Distinguished Research Awards; Horn professors; and recipients of the Whitacre Engineering Research Award in the past five years are not eligible.

Chancellor's Council Distinguished Research Award:

a. 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 more than eight years as of the beginning of the current fall semester and who have held the terminal degree for no more than twelve years (again, effective at the beginning of the current fall semester). Full professors are not eligible. According to university policy, an individual may receive this award only once.

Barnie E. Rushing Jr. Faculty Distinguished Research Award:
a. No restrictions, Full and Associate Professors are preferred.

5. **Application**

The Ed and Linda Whitacre Faculty Fellows and Whitacre Engineering Research Awards will follow the procedures outlined in this OP.
For the Chancellor's Council Distinguished Research Award, see TTU OP 32.21.
For the Barnie E. Rushing Jr. Faculty Distinguished Research Award, see TTU OP 32.24.
The Outstanding Researcher Award for the College of Engineering is awarded by the university to the college's nominee for the competitive university-wide Barnie E. Rushing Jr. Award, in the event the nominee does not receive the Rushing Award.

6. Recommended Time Schedule for Process

January 15	FRAC chair verifies all university award deadlines and accommodates committee's schedule accordingly. The FRAC chair notifies the membership of their role in the committee.
WCOE Spring Faculty Mtg	Recognition of WCOE award recipients from *previous year* during the Spring Faculty Meeting after the announcements of the Horn award recipients. Plaques and checks presented. The Senior Associate Dean is responsible for ordering plaques and checks for WCOE awards.
April 30	The FRAC Chair issues a request for nominations to all faculty in the college, asking them to aid in soliciting nominations from faculty. Nominations for all university and college research awards are to be submitted through FRAC. Departments are encouraged to make at least one nomination to FRAC so the committee can nominate and ensure that the WCOE has at least one nominee for each university award.
Sept 1	Closing date for all award nominations to FRAC.
Sept 15	FRAC recommends WCOE nominees for the Ed and Linda Whitacre Faculty Fellows and Whitacre Engineering Research Awards as well as the university's Barnie E. Rushing Jr. and Chancellor's Council Distinguished Research awards. The FRAC may be requested to assist in the preparation of the nominee's application to the Provost/Vice President for Research.
Oct 1	The Dean confirms the Barnie E. Rushing Jr. Faculty Distinguished Research Award nominees, Chancellor's Council Distinguished Research Award nominees WCOE Ed and Linda Whitacre Faculty Fellows, and the Whitacre Engineering Research Awards and notifies the FRAC chair, the nominees, and the department chairs. Chancellor's Council Distinguished Research Award nomination due to Vice President for Research.
November (Tuesday prior to Thanksgiving)	Barnie E. Rushing Jr. Faculty Distinguished Research Award nomination due to Vice President for Research.
April	Recognition of university award recipients from *previous year* during the Spring Faculty Honors Convocation. Plaques and checks presented.

Attachment A

FACULTY RESEARCH AWARDS NOMINATION TITLE PAGE

Award: _____

Name of Nominee: _

Telephone: _   Email: _

Date of Submission: _   Submitting Department: _

Rank of Nominee:
- Assistant Professor
- Associate Professor
- Professor
- Other _

Number Years at Texas Tech University: _____

Nominee's Specialty: _

Nominated by:
- Nominating Committee: _   (chair)

_____

_____

    ▪   Personal Nomination by former recipient of this award: _____

Checklist of items to be submitted to the Faculty Research Awards Committee:

<u>All awards:</u>

- Completed nomination form (this form), not to be counted in 20-page maximum allowable for the Chancellor's Council Distinguished Research Award and the Barnie E. Rushing Jr. Faculty Distinguished Research Award
- Nominee's *curriculum vitae*
- Letter from nominator containing detailed highlights of the nature of the candidate's exceptional contribution to the criteria for this award (not to exceed 2 pages)

<u>Chancellor's Council Distinguished Research Award:</u>
    In addition to the three items above, also include:

- In lieu of letter from nominator, letter from dean containing detailed highlights of the nature of the candidate's exceptional contribution to the criteria for this award (not to exceed 2 pages)
- External supporting letters from colleagues, focusing on the award criteria (not to exceed 3 letters)
- Internal supporting letters from colleagues, focusing on the award criteria (not to exceed 3 letters)
- Optional support materials: To include pertinent documentation of excellence in the research area under consideration for the award. This should be organized clearly and concisely and should include such information that demonstrates precisely why the nominee is outstanding, including, but not limited to, written verification such as a course syllabus, quotes from student evaluations, etc. (not to exceed 4 pages)
  Any support documentation exceeding the 20-page limit **<u>will not</u>** be considered.

<u>Barnie E. Rushing Jr. Faculty Distinguished Research Award:</u>

- Supporting letters from colleagues (internal or external), focusing on the award criteria (not to exceed 3 letters)
- Optional: personal nomination by former recipient of Rushing award
- Optional support materials: To include pertinent documentation of excellence in the research area under consideration for the award. This should be organized clearly and concisely and should include such information that demonstrates precisely why the nominee is outstanding, including, but not limited to, written verification such as a course syllabus, quotes from student evaluations, etc. (not to exceed 4 pages)
  Any support documentation exceeding the 20-page limit **<u>will not</u>** be considered.

<u>Whitacre Faculty Fellow:</u>
- Cover letter from department chair containing detailed highlights of the nature of the candidate's exceptional contribution to the criteria for this award
- Supporting letters from external referees, focusing on the award criteria (not to exceed 3 letters)

<u>Whitacre Engineering Research Award:</u>

- Cover letter from department chair containing detailed highlights of the nature of the candidate's exceptional contribution to the criteria for this award

Generally, nominees will be considered for all college and university research awards. However, please check if your nominee matches a specific award. You may check more than one box. If the nominee is the previous winner of an award, please designate at the right with the year(s).

- Consider for specific WCOE awards   Awards (year)
    - Ed and Linda Whitacre Engineering Research Awards   _____
    - Ed and Linda Whitacre Faculty Fellows   _____

- Consider for specific competitive university awards   Awards (year)
    - Barnie E. Rushing Jr. Faculty Distinguished Research Award   _____
    - Chancellor's Council Distinguished Research Award   _____