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MEMORANDUM

TO: College Deans
FROM: Brent C. Miller, Vice President for Research, 
DATE: January 5, 2009
SUBJECT: Selection Process for the University Researcher of the Year

Annually, each of the seven academic colleges selects a Researcher of the Year who is recognized for his or her accomplishments during Research Week (scheduled this year for March 30-April 3). Beginning in 2008, the Vice President for Research has selected the University Researcher of the Year from the pool of College Researchers of the Year that are chosen annually by each of the seven academic colleges. The Office of the Vice President for Research will oversee a selection committee that will include College Researchers of the Year from prior years. The University Researcher of the Year will be announced at the Robins Awards Ceremony in April, along with the Teacher of the Year, and Advisor of the Year.

Similar to the College Researchers of the year, the University Researcher of the Year Award is intended to recognize excellence in research, scholarship or creative activity over a limited and recent period of time (past three years). While individual colleges may determine their own selection process for College Researcher of the Year, please include the following information in your candidate's portfolio for consideration as the University Researcher of the Year:

- A. A letter from the department head summarizing the impact of the awardee's research, scholarship or creative activity on the department and its programs over the past 3 years.
- B. A list of honors and awards indicating recognition of the nominee's research, scholarship or creative activity at the national or international level over the past 3 years.
- C. A list of research, scholarship or creative publications for the past 3 years. This list should clearly denote graduate and undergraduate coauthors.
- D. A list of off-campus participation in research, scholarship or creative works for the past 3 years (e.g. invited seminars, conference presentations, performances). This list should also clearly denote graduate and undergraduate coauthors.
- E. A list of all extramural support that has been secured over the past 3 years, with outcomes (if known).
- F. A statement from the nominee outlining his/her philosophy and approach toward engaging students in research, scholarship or creative activity, followed by the names of completed MS and PhD students, and undergraduate researchers mentored over the past 3 years.

Please submit the portfolio for your college Researcher of the Year to Jeff Broadbent (7-1199) in the Research Office by **February 13, 2009**. Thank you for your assistance.

cc: Stan Albrecht, Ray Coward, Sydney Peterson, Jeff Broadbent, Joyce Kinkead,
Tiffany Evans, Keri Mecham