

# Excellence in Scholarly/Creative/Performing/ Professional Activities

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## **General**

The Provost Awards were created to exemplify where someone has truly excelled in scholarly, creative, performing professional activities. Exhibits should demonstrate how the applicant has gone above what is expected.

## **Philosophy**

One page outside the narrative describing your philosophy in approaching scholarly/creative/performing/professional activities. This should be followed by the contributions made in delivering on this philosophy. (NOTE: This does not count toward your page limit.)

## **Narrative**

Individuals applying for Excellence in Scholarly/Creative/Performing/Professional Activities are requested to provide guidance on the significance of each activity that is being submitted. This guidance can include referral information regarding the degree of difficulty for publications, typical acceptance rates, prestige of the activity, etc. All articles, presentations and and/or performances must be completed during the evaluation period. In instances of creative performing activities, applicants are encouraged to provide information on context and significance of the contributions. (It is not important to address each of the elements outlined below.)

- No more than five (5) pages, single spaced – be sure to state the impact on university, students and community
- Contribution to intellectual environment locally, regionally, nationally, or internationally through excellence in research. Provide author order (if applicable) and tell what contributions the applicant made to the work.
- Originality/creativity and significance of the research
- Creative activities, such as performances, exhibits, or design production that is an invited activity of regional, national, or international merit and substantiated with positive reviews
- Presentations, invited/refereed at conferences and professional meetings at local, state, national, or international forums
- Professional research activity, such as grants (completed and funded), classroom research, contracts, patents and copyrights, computer software and/or adaptation, technology

- Service furthering the interests of a professional organization related to the individual's area of professional expertise. Designate as university, regional, national, or international service.
- Participation in the publication of a scholarly journal, serving as part of the editorial board.
- Participation in other activities that may not have been addressed by the guidelines stated above.
- For all activities, please specify whether the activity was course related, or if it was a compensated activity (either stipend, or release time). The committee will decide how compensated and uncompensated items compare.

### **Supporting Documents**

- Include a syllabus for one course. (NOTE: This does not count toward your page limit.). You will upload this into a separate folder named Sample Syllabus – 1 File on Google Drive.
- Ten (10) pages of supporting documentation. Whenever applicable, such as in the case of performing/creative works, faculty may submit multi-media materials. For each, the number of pages of supporting documentation should be reduced by the number of items represented. These submissions should not contain multipage works, such as entire journal articles or books.
- Up to three (3) letters of support from deans, chairs, peers or students – letters of support from these individuals do not count towards your 10-page limit of supporting documentation. These must be included with your electronic packet at the time of submission. Each letter of support should not exceed two (2) pages. You will upload these to a separate Google Drive folder named “Letters of Support – Up to 3, 2-page letters”. CITR will not be responsible for collecting these letters on your behalf.

### **Appendix**

Application includes stipulated appendix furnishing an outline of your application activities. Use major headings for each category followed by a summary of the activity and the associated dates in reverse chronological order. List course numbers, title, credit hours and any characteristics of the course that may be relevant including, new preparation, graduate-level course, required, elective, etc.