

## **SCHOOL OF PHARMACY AND HEALTH PROFESSIONS SCHOLARLY ACHIEVEMENT AWARD**

### **Submission Process**

A faculty member interested in receiving this award or in nominating someone for this award should submit a letter “Request for Consideration for the SPAHP Scholarly Achievement Award” to the Office of Faculty Development and Assessment. This process is based upon published School guidelines for scholarship normally considered in promotion and tenure petitions. The letter should present the nominee’s roles and contributions for each category of scholarship, including an analysis of why s/he is deserving of the award. Up to three years of scholarship history will be considered. The letter is limited to 2-3 pages in length. A completed copy of the scholarly achievement section of the electronic Faculty Activity Report or scholarship portion of one’s Curriculum Vitae should also be submitted by the nominee.

### **A completed application must include the following documents:**

1. Letter of Request for Consideration for the Scholarly Achievement Award (2-3 pages maximum).
2. Copy of the section on scholarly achievements from the electronic Faculty Activity Report or Scholarship portion of one’s Curriculum Vitae.
3. Examples of scholarship activities include:
  - a. Publications
    - i. Refereed Publications, Non-refereed Publications, Book Chapters, Books-edited
  - b. Grants/Contracts (identify submitted, approved, funded)
    - i. Primary Investigator, Co-Primary Investigator, Co-Investigator, Conferences attended
  - c. Presentations
    - i. International, National, Local, Consulting

### **Eligibility**

Faculty, tenured or non-tenured, who are full time members of the School are eligible except for the Dean, Assistant/Associate Deans, or faculty who have received this award in the last 5 years.

### **Review Process**

1. A deliberative group comprised of members of the Faculty and Staff Development and Recognition Committee representing each SPAHP Department will individually review and rank order all applications based on the outlined criteria. The Chair of the Faculty and Staff Development and Recognition Committee will lead this group.
2. The deliberative group will send reviews to the Chair of the Faculty and Staff Development and Recognition committee. In the event of a tie, the Chair will review the applications to determine the winner.
3. The Chair of the Faculty and Staff Development and Recognition committee will contact the winners and their supervisors.