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EAST CAROLINA UNIVERSITY  
1999-2000 FACULTY SENATE

The third regular meeting of the 1999/2000 Faculty Senate will be held on **Tuesday, 16 November 1999**, at 2:10 in the Mendenhall Student Center, Room #244.

Please note the change in meeting location.

FULL AGENDA

I. Call to Order

II. Approval of Minutes

5 October 1999

III. Special Order of the Day

A. Roll Call

B. Announcements

C. Richard Eakin, Chancellor  
Report on employment category of all faculty

D. Vice Chancellor's Report

E. Approval of Fall 1999 Graduation Roster, including honors program graduates.

IV. Unfinished Business

V. Report of Committees

A. Research and Creative Activity Policies Committee, Bodo Nischan  
Approval of Procedures for Yearly Lifetime and Five-Year University Research Awards  
(attachment).

B. University Curriculum Committee, James Smith  
Curriculum matters contained in the minutes of the 23 September 1999, and 14 October  
1999, Committee Meetings (Copies of these minutes have been distributed to all units and  
are available on the Faculty Senate web page.)

I. New Business

# RESEARCH/CREATIVE ACTIVITY POLICIES COMMITTEE REPORT

## Proposed

**DRAFT**

East Carolina University  
Research/Creative Activity Policies Committee  
Procedures for Yearly Lifetime and Five-Year  
University Research Awards

### Objective

To reward originality and excellence in research and creative activities as evidenced by sustained, high quality, meaningful work.

### Awards Per Year

One Lifetime Achievement Research/Creative Activity Award  
One Five-Year Achievement Research/Creative Activity Award

**\*\*Need descriptive paragraph with listing of units for each category.\*\***

Each year, the two awards will be given to faculty in one of the four rotating categories. The primary criteria used to award these research awards will be the impact on the individual's field. These categories are according to the methodological approach and evaluation employed by the applicant. We would suggest the following units to apply in the listed categories however, applicants are not restricted to just one category.

- Arts and Humanities
- Social Sciences
- Natural Sciences and Math
- Applied Research/Creative Activity

### Review Procedures

In early September, all academic units will be notified of the opportunity to nominate applicants for either a Lifetime or Five-Year Achievement University Research Award.

Nominees for these awards originate within each unit. It is acceptable for faculty to nominate themselves to the unit, but incumbent upon the unit to decide which category the applicant is most competitive in. The unit should select no more than one candidate for each award (Lifetime or Five-Year) for consideration at the University level. The unit should prepare a cover letter that details the contributions of their candidates to their respective field. If nominating an individual for the five-year award, the unit chair should include in his or her nomination letter, a summarization of the candidate's main research achievements within the past five years. The unit should obtain three outside letters of recommendation (on institutional stationery) for inclusion in the nomination packet. In the request for recommendations, the unit should ask the referees to evaluate the candidate's accomplishments and contributions to their field. The letter to the outside referees should ask that any professional relationships between referees and the candidate be disclosed.

The unit's nominating letter, complete CV, and three letters from outside referees should be submitted to the Research/ Creative Activity Policies Committee on or before December 1<sup>st</sup> of each year. The unit's nominating letter should specify which award the candidate is to be considered for (Lifetime or Five-Year). Candidates should include in their information, evidence of productivity and peer review in accordance with the policy established by their academic unit.

The Committee will review the applicant's research materials in light of their unit's research/creative activity criteria provided by the unit administrator. The Committee is not required to nominate faculty members for this prestigious award each year if the criteria was not met with the nominees provided from the units.

In February, the Committee will forward their nominees for the Lifetime Achievement and Five-Year Achievement University Research Award to the Vice Chancellor for Research. The Chancellor will review the nominees' research materials prior to the public announcement of these awards.