
**Faculty Research Award
Biological Sciences Department
California State Polytechnic University, Pomona**

Purpose of Award

The purpose of this annual award is to recognize a faculty member in the Biological Sciences Department who has demonstrated consistent and significant progress in research productivity as demonstrated by publications in peer-reviewed journals, and involvement of undergraduate and/or graduate students in research. Previous award winners can be found on the Biological Sciences webpage.

Eligibility

The award is open to all Collective Bargaining Agreement Unit 3 members (tenure-track faculty and lecturers), emeritus faculty, and faculty participating in the Faculty Early Retirement Program (FERP). Individuals must be faculty members within the Biological Sciences Department, and must be nominated for consideration (see below).

Nominations

Nominations may be submitted by **the first Friday in May** by any person or organization (e.g., student, staff, faculty colleague, administrator, Alumni Association, etc.). Self-nominations will also be accepted. Nomination statements (see below sections for more details) may be submitted electronically to Jayson Smith (jaysonsmith@cpp.edu) of the Faculty Research Award Selection Committee, or a hard copy delivered to his mailbox or office (4-2-448):

Award Selection Committee
Faculty Research Award
c/o Jayson Smith
Biological Sciences Department
California State Polytechnic University, Pomona
Building 4, Room 2-448
3801 West Temple Avenue
Pomona, California 91768

Evaluation Criteria

The candidates will be evaluated based on documented evidence of excellent research and scholarly accomplishments which includes, but is not limited to, the following categories:

1. Peer-reviewed, original publications
2. Books and review chapters
3. Impact of research to discipline
4. Grant awards
5. Involvement of students in research
6. Collaborations within the University and outside the University
7. Service to the professional community
8. Professional awards and honors

Procedures and Timeline

1. Announcement of the Faculty Research Award (early Spring semester)
2. Letter of Nomination (due **5:00 p.m. on the first Friday in May**)
The letter/email should include the name of the nominee and a brief paragraph explaining why she/he is nominated. Nominations may be submitted by any person or organization (e.g., student, staff, faculty colleague, administrator, Alumni Association, etc.). Self-nominations will also be accepted.
3. Invitation to apply (shortly after the deadline for nomination statements)
The Faculty Research Award Selection Committee will invite all nominees to apply for the award. Each nominee should submit an application packet as outlined below.
4. Application packet from nominee (due **the third Friday in May**)
Nominated individuals must submit an application packet to Jayson Smith of the Faculty Research Award Selection Committee via e-mail (jaysonsmith@cpp.edu). Materials should be submitted as one pdf file and should include:
 - 1) A cover letter to indicate acceptance of the nomination, highlights of research and scholarly achievements, description of how research contributes to your field, and a brief explanation on how the release time award will be utilized to further the research agenda.
 - 2) A complete curriculum vitae.
 - 3) Up to five most significant publications since joining CPP.
5. Award announcement by the end of Spring semester
6. Award will be presented at the Biological Sciences Department Awards Ceremony at the end of Spring semester.

The Award

The award will be presented during the annual Biological Sciences Department awards ceremony held at the end of each academic year in June. The intent is to grant one award annually.

The award will include:

1. Monetary award of \$750 in cash or research fund.
2. Assigned time (equivalent to 4 weighted teaching units, WTU) for research and professional activities during the following academic year.
3. An award plaque.
4. The award recipient's name shall be added to a permanent, perpetual plaque, located in the Biological Sciences Department office.
5. The award recipient's name and biography shall be added to a permanent web page maintained by the Biological Sciences Department
6. A letter noting the award shall be placed in the award recipient's Personnel Action File (PAF).
7. The recipient will have the honor of serving on the following year's Awards Selection Committee.

Award Selection Committee

The Award Selection Committee will be composed of faculty members within the Biological Sciences Department. The immediate past recipient of the Faculty Research Award will also serve on the committee. Ad-hoc on-campus and/or off-campus experts may be recruited to the committee in order to provide input regarding the scholarly merit of applications.