

**DENISE R. SHAW EXCELLENCE IN SCHOLARSHIP AWARD
FOR PALMETTO COLLEGE CAMPUSES**

INFORMATION ABOUT THE AWARD

The Award

1. The award will be accompanied by a monetary stipend in the amount of \$2500.
2. The award will be announced at the last Palmetto College Senate meeting of the academic year.
3. The award file covers the previous three (3) years of scholarship, limited to work completed while a faculty member with Palmetto College. For example, for the 2017-2018 award year, faculty would include information from Fall 2014 up to, and including, Summer 2017.

Eligibility

1. Nominees must be full-time Palmetto College Campus faculty.
2. Previous award recipients are not eligible for nominations for a period of three (3) years after receiving the award.
3. Recipients of other scholarship awards are still eligible for nomination for the Denise R. Shaw Award.
4. The Palmetto College Campus Senate's Welfare Committee judges the files, based on the initial recommendation of the Research and Productive Scholarship Committee. Both committees consider files using the following criteria:
 - a. Reflection of a clear scholarly agenda
 - b. Relative consistency of output
 - c. Contribution to the candidate's field(s)
 - d. Prestige of the venues for publication or presentation of scholarship

Definition of Scholarship

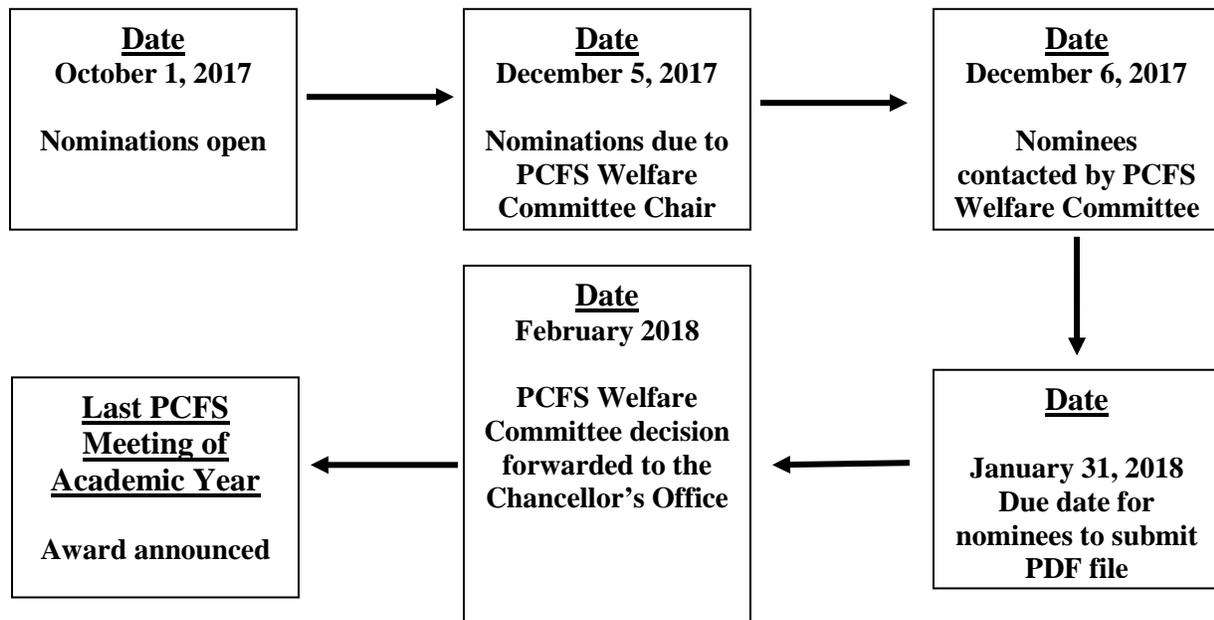
As the *Palmetto College Campuses Faculty Manual* defines, "Scholarship is a function of one's field of academic expertise and includes the body of activities associated with the development, dissemination, application, and evaluation of knowledge or artistic expression." This can include, but is not limited to, peer-reviewed publications, conference presentations, panel presentations, grant awards, exhibitions, and performances.

NOMINATION PROCESS

Nominations will be submitted by each of the Palmetto College Campuses, including Extended University, to the Chair of the PCFS Welfare Committee. Each campus will decide how the

nomination process takes place at the institutional level, although, **there is a maximum of one (1) nominee per campus.**

The timeline is presented below.



REQUIRED MATERIALS FOR NOMINEE'S FILE

All materials should be submitted as PDF files. With the exception of copies of the nominee's scholarship, these documents should be in 12 pt. Times New Roman font and double-spaced, with 1-inch margins. Applicants that do not follow the guidelines will not be considered.

1. A two (2) pages vita for the nominee's last three (3) years of scholarship. The vita should exclude teaching and service activities unless relevant to the nominee's scholarship.
2. A narrative and summary of scholarly achievement (5 page maximum)
 - a. Narrative: The narrative should present the nominee's scholarly agenda as part of her or his overall career as an academic. It should be written for a review panel composed of reviewers from a variety of disciplines and should explain the normal expectations for scholarship in the nominee's disciplines as well as the specific area of expertise in which the nominee works.
 - b. Summary: The summary should be a detailed list of the scholarly activities of the nominee, as presented in the vita, with explanations of the significance of each accomplishment.
 1. For journal publications, the nominee may wish to detail a journal's readership, prestige, rate of acceptance, peer review practices, and indexing (or other method of gauging reach and reception). The nominee may also include citations of the article in other publications.

2. For book publications, the nominee may wish to detail the publisher's significance for the field or general prestige, as well as note positive reviews.
 3. For conference presentations, the nominee may wish to highlight the significance of the conference for the field and the reception of the presentation. Similar information should be included for exhibitions and panel participation.
 4. For grants, the nominee may want to detail the competitiveness of the grant process and the impact on the nominee's scholarship.
3. The submitted materials include the narrative and summary of teaching (5-page limit), a vita (2-page limit), and coversheet. Materials should be submitted as a single PDF file (12 point Times New Roman font, double-spacing, and 1-inch margins).
 4. Included with these materials—but not part of the page count—is a coversheet with the following information:
title of award
candidate's name, campus, and email address.
 5. The committee will not consider applications that violate from the guidelines.
 6. PDF copies of published scholarship and other relevant materials. For books, please scan, and save in PDF files, the front and back cover and the table of contents.

FACULTY AWARDS SELECTION CODE OF CONDUCT

1. All proceedings and communications (e.g., letters) should be confidential. The number and specifics of the applications are confidential and should only be discussed in the context of the committee meeting. No individual may discuss the names, content of the discussion or any details about the nominees outside the committee. All nomination documents will be shredded after the decision has been made by the Executive Vice Chancellor and Vice Provost and any follow-up committee conversations have ended.
2. A committee member cannot nominate a candidate for an award given by the committee on which the committee member sits. Members with conflicts of interest should abstain from votes and discussions and may remove themselves from the committee. Conflicts of interest include but are not limited to a close personal relationship with any applicant including spousal, partner, and collaborator relationships.
3. Members should attend all meetings dedicated to the selection process and perform any outside work in an expeditious fashion.
4. If any member of the committee feels that an error or impropriety has occurred during any part of the committee process, the committee member and the chair may bring the issue to the Executive Vice Chancellor and Vice Provost's office for resolution. The decision of the Executive Vice Chancellor and Vice Provost will be final.

5. When the winner of the Denise R. Shaw Excellence in Scholarship Award is announced, the committee will announce the other nominees of the award.