

**ALUMNI AWARD FOR RESEARCH EXCELLENCE:
PURPOSE, CRITERIA AND PROCEDURES**

1. Name: Alumni Award for Research Excellence
2. Purpose: The Alumni Association established the Award for Research Excellence in 1975 for the purpose of promoting research at Virginia Polytechnic Institute and State University. To achieve this purpose, the Alumni Association awards up to two Alumni Awards for Research Excellence to individuals (or research teams) who have reached a level of research achievement judged to be the most significant within the University. Awards are made in two categories: science or engineering and social sciences, humanities, or arts with one award in each category and no more than one awardee from a single major unit (college or institute).
3. Selection Criteria
 - a. The Work: Evidence of excellence in the performance of diligent research, studious inquiry, exhaustive investigation, having as its aim the discovery of new facts, and their correct interpretation, the revision of accepted conclusions, theories or laws in light of newly discovered facts or the practical application of such new or revised conclusions, theories, or laws.
 - b. Other Requirements:
 - 1) To be eligible the recipient must have been a member of the Virginia Tech faculty for a period of at least three years and hold the rank of associate professor or professor (or equivalent).
 - 2) One of the bases on which applicants shall be chosen will be their research ability as evaluated by peers in the appropriate discipline and as indicated by peer refereed publications and/or exhibits (refereed journal articles, books, patents, and/or recognition of exhibit competitions).
 - 3) Preference will be given to sustained research over a period of three years to ten years, although in exceptional cases, the award may be given for a single piece of outstanding work without regard to time.
 - 4) The award may be granted jointly to two or more persons where the research was done jointly, not otherwise.
 - 5) The fact that an individual has already received this award will not be a basis for exclusion of consideration.
 - 6) The title of Distinguished Professor is the highest honor bestowed by VPI&SU. Therefore, Distinguished Professors are not eligible.
 - 7) Retired faculty are not eligible.

- 8) The research must have been conducted since the time the nominee joined the Virginia Tech faculty, although it may be a continuation of research started prior to coming to Virginia Tech.

4. The Selection Committee and Procedures

- a. The Selection Committee shall consist of the following:
 - 1) **Award winners of the past five years.** The Vice President for Research and Innovation or their designate may make additional appointments to fill unexpired terms of office should vacancies occur.
 - 2) A non-voting representative from the Alumni Association Office. This may be the Vice President or a person appointed by them.
 - 3) The chair of the Selection Committee will be a member with the longest service on the Committee.
- b. The Alumni Association will be notified of results no later than March 12 by the Vice President for Research or designate.
- c. The Office of the Vice President for Research and Innovation shall issue invitations for nominations at the appropriate time and maintain records of the committee.
 - 1) Nominations may come from alumni, students, faculty, department heads, directors, and deans. Self-nominations are not permitted.
 - 2) The Office of the Vice President for Research and Innovation, in cooperation with the Chairperson of the Selection Committee, will designate the form and content of nominating material in keeping with the criteria set forth in this document.
 - 3) Nominators are urged to prepare the documentation so that peers in unrelated fields can appreciate the significance of the nominee's work. The issues of how the work relates to the state-of-the-art and what impact it has had on the field should be addressed clearly and concisely.

ALUMNI AWARD FOR RESEARCH EXCELLENCE NOMINATION FORMAT

The nomination should include the following sections; in this order; with these headings:

1. **Name of the nominee**¹
2. **Research category:** Designate whether the nomination is for science or engineering; or social sciences, humanities, or arts.
3. **Specific scholarly achievements:** Brief description.
4. **Research area:** Address the importance of the area of research or scholarship and the impact of the work of the nominee. If quotations from reviews or other papers are given, please supply copies of the complete text. Indicate the significance, frequency, etc. of awards or prizes received. Service in professional societies may be cited as evidence of professional visibility, but please do not cite University or community service, or accomplishments in instruction.
5. **Exemplary contributions:** Cite **no more than five refereed papers** or the appropriate equivalent.
6. **References:** Provide names, addresses and **email addresses** of three references outside the University who are familiar with the candidate's achievements and their significance. Please submit separately (not counted in page limit) brief descriptions of the qualifications of the references. **The Committee will contact these individuals directly.** If reference letters are not received by the deadline, the nomination will not be considered. Nominators should contact Kimberly Borkowski (kborkows@vt.edu) to confirm that the three reference letters for their nominees have been received.
7. **Proposed citation:** (not more than 20 words)
8. **Proposed by:** (If by a committee, please list members. Include date of nomination.)

The nomination should be accompanied by a CV, which includes lists of publications by category, or performances, grants and contracts, awards, etc.

Additional formatting requirements:

1. The nomination should be written in **Times Roman, 11- or 12-pt font, 1" margins.**
2. The nomination must not exceed **two pages** (Longer nominations will not be considered).
3. The nomination, bios of references, and CV should be included as **one PDF document.**

¹ The award may be granted jointly to two or more persons for joint research. In such cases please submit vitae, etc. for all nominees.