

THE UNIVERSITY OF LOUISIANA AT LAFAYETTE

GUIDELINES FOR SUMMER RESEARCH AWARDS

The Summer Research Awards are primarily meant to encourage faculty to complete research activities or to make substantial progress in on-going activities. There will be twenty-three (23) awards University-wide, each in the amount of the recipient's normal UL Lafayette summer salary. The purpose of the awards is principally to foster academic research and secondarily to facilitate distance learning course development, in keeping with the goals of the University.

CRITERIA:

1. **Rank:** The candidate should be a full-time faculty member either on tenure-track or tenured as Assistant Professor, Associate Professor, or Professor. Deans and department heads are not eligible. Instructors are eligible for awards for course development.
2. **Academic Background:** Except in the case of course development proposals, the applicant must hold the terminal degree in his or her discipline. For most academic departments, this is the doctorate.
3. **Principal Population Group:** The research awards are primarily meant to encourage junior faculty or senior faculty with little or no research exposure to begin the process of building a successful research record. Senior researchers are also eligible, but priority consideration will be given to the primary population group. The awards for distance learning course development are not restricted to faculty of any particular length of service.
4. **Basic Criteria for Selection:** Most of these awards are based on academic research; therefore, the criteria focus on research potential and record-building, especially publications and/or exhibits, performances, etc., in nationally recognized journals or museums, concert halls, etc. Awards for developing web-based or other distance learning courses are based on the feasibility and promise of success of the course proposed, as well as on the faculty member's expertise in the area, his or her past experience with non-traditional formats of instruction, and the quality and depth of the project plan.

PROCEDURES:

1. Each college shall devise its own methods for selecting nominees based on the criteria, with copies of the departmental guidelines and process filed with the Office of Academic Planning and Faculty Development. These procedures must involve a screening committee composed of senior research faculty in the academic unit. This committee is to be appointed by the Dean of the unit. The screening committee, having devised its own procedure for selecting final candidates, shall submit a ranked list of twice the number of its allotted awards (see Section 3 for allotments for each college) to the Dean who shall, if approval is given, submit the list to the Office of Faculty Development, which will, in turn, present it to the Vice-President for Academic Affairs via the Office of Academic Planning and Faculty Development.
2. Credentials submitted with the candidates' proposals should include:

- a. A current complete curriculum vita
 - b. A supporting letter from the department head
 - c. Documentation from the department attesting to the national or international status of the refereed publications (whether or not they are refereed or how they are regarded in the profession) or to the feasibility and quality of the distance learning course proposal
 - d. Copies or off-prints of recent publications
 - e. A proposal for the project which includes:
 - 1) A clear statement, in abstract form, of the basic nature of the research or course proposal
 - 2) A brief calendar, if appropriate, for the accomplishment of the project or implementation of the course
 - 3) The intended dissemination objective of the project, e.g., submission of MS to journal, completion of book MS, experiment, portfolio, etc.
3. The Office of the Vice President for Academic Affairs shall receive the candidates' names (ranked in priority order) and credentials from the Office of Academic Planning and Faculty Development, who has received them from the deans. The Vice President for Academic Affairs will then make the awards according to the following allotments:

College of Applied Life Sciences	1
College of the Arts	2
College of Business Administration	4
College of Education	4
College of Engineering	3
College of Liberal Arts	4
College of Nursing	1
College of Sciences.....	4

In the event that no candidate is submitted from a college, the award will be given to another eligible scholar from one of the other colleges.

4. Joint proposals by multiple faculty members (joint proposals must be submitted with all researchers' names included)
 - a. **Two or more researchers from the same college:**
 - 1) If the number of researchers is within the allotment to the college, the college shall determine whether the nominees should each receive one of the research slots. **Example:** College X allotment = 3; multiple project researchers = 2; only one remaining slot for college nomination; **OR**
 - 2) The college should recommend to the Academic Vice-President that the stipends for multiple researchers be reduced to accommodate some amount for each researcher. **Example:** College X allotment = 2; multiple project researchers = 3; stipends be reduced to equal the total amount for two.
 - b. **Two or more researchers from different colleges:**
 - 1) If the research is divided equally, each college should use one of its allotments. **Example:** Two researchers from Colleges X and Y; College X would use its only slot; College Y would use one slot with one remaining; the deans and college committees should determine these recommendations (NOTE: Both colleges must be notified and the proposal must be submitted jointly to both deans); **OR**
 - 2) If the researchers number more than both college allotments. **Example:** 3 researchers with 2 from College X and 1 from College Y; College X has only 1 allotment; they should follow step a.2.

- 3) If the dean of one of the colleges involved recommends funding, but the dean of the other does not, the researchers should be clearly notified that the total amount awarded will only be for the one recommended for funding. **Example:** Proposal from Colleges X and Y; assistant professor from College X recommended for funding at \$3,900.; researcher from College Y not recommended. Researcher from College Y will therefore not receive any remuneration. If the two researchers decide to go ahead, they should be clearly informed that only the one recommended by his/her college will receive any remuneration.

<p>Revised: Spring, 1992 Fall, 2002</p>
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