

ILLINOIS STATE UNIVERSITY



College of Arts and Sciences
The Janice Witherspoon Neuleib Award for Outstanding Scholarly
Achievement of the Year by a Tenured Faculty Member
(for achievements during the calendar year, January 1-December 31 only)

GUIDELINES

If you have any questions regarding the Janice Witherspoon Neuleib Award, please contact
Dr. Joseph Blaney, Associate Dean at 8-5669
(or e-mail: jrblane@ilstu.edu)

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PURPOSE

The Janice Witherspoon Neuleib Award for Scholarly Achievement of the Year is among the highest honors bestowed upon a faculty member by the College. It is an award that recognizes the scholarly and creative accomplishments of individual faculty in the College for a single calendar year. It is meant to identify and reward the faculty member with a **truly outstanding scholarly achievement** in the preceding calendar year.

AWARD DESCRIPTION

An award, to be determined by endowment earnings, will be made to a tenured faculty member.

SELECTION PROCESS AND CRITERIA

Applications will be evaluated based on research and creative activity, including publications, grants and contracts, presentation of papers and major speeches, and honors and awards; service on doctoral dissertation committees and master's thesis committees; service to the discipline; and nomination letter. Applicants will be screened by their Department/School Faculty Status Committees, and those candidates that are sent forward will be evaluated by the Research Proposal Review Committee (RPRC). The Dean will make the final selection from a list of finalists sent forward from the RPRC.

PROPOSAL PROCESS AND SUBMISSION DEADLINES

Applications should be submitted electronically to the College office **by 4:30 pm on the last Friday in March of each year**. Each application must include a letter of nomination from the applicant's DFSC/SFSC. Applicants must use the format provided to organize their documentation; **please include *only* information about accomplishments in the calendar year**.

Timeline:

Last Friday in March: D/SFSC forwards no more than one application per department/school to College

April-May: RPRC makes recommendations to the Dean and an awardee is chosen

September: Award presented at the CAS Award Ceremony held at the Dean's Fall Address

ELIGIBILITY

Individuals eligible for an award must be full-time tenured faculty member of the College of Arts and Sciences at Illinois State University at the time of application. It is expected that the award recipient will remain at Illinois State University for at least one academic year following the award. A faculty member will not be eligible for more than one Award. Department Chairs are ineligible to apply.

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Name: _____ Date: _____

Department: _____

Initial Date of ISU Employment: _____ Initial Rank: _____

Present Rank (and eff. date): _____

Tenured: ___yes ___no Effective Date of Tenure: _____

Areas of Specialization:

REMINDER: This award recognizes truly outstanding scholarly achievement in a calendar year. Please include *only* information about accomplishments in the *calendar year 2019*.

Applicant's Signature

Date

I. RESEARCH AND CREATIVE ACTIVITY

A. PUBLICATIONS

1. Books

List authors (underline senior author), title, publisher, place

If you wish, you may append copies of published reviews of your books.

a. Scholarly Books Published:

b. Scholarly Books In Press (attach a copy of the communication from publisher):

c. Scholarly Books Accepted for Publication (attach a copy of the letter of acceptance from publisher):

d. Scholarly Books Submitted for Review (attach a copy of your transmittal letter to publisher):

2. **Textbooks**

List authors (underline senior author), title, publisher, place

a. Textbooks Published:

b. Textbooks In Press (attach a copy of the communication from publisher):

c. Textbooks Accepted for Publication (attach a copy of the letter of acceptance from publisher):

d. Textbooks Submitted for Review (attach a copy of your transmittal letter to publisher):

3. **Chapters or Segments of Books**

List authors (underline senior author), title, publisher, place

a. Chapters/Segments of Books Published:

b. Chapters/Segments of Books In Press (attach a copy of the communication from publisher):

c. Chapters/Segments of Books Accepted for Publication (attach a copy of the letter of acceptance from publisher):

d. Chapters/Segments of Books Submitted for Review (attach a copy of your letter of transmittal to publisher):

4. Refereed Articles

List authors (underline senior author), title, publisher, place

a. Refereed Articles Published:

b. Refereed Articles In Press (attach a copy of the communication from publisher):

c. Refereed Articles Accepted for Publication (attach copy of the letter of acceptance from publisher):

d. Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):

5. **Non-Refereed Articles**

List authors (underline senior author), title, publisher, place

a. Non-Refereed Articles Published:

b. Non-Refereed Articles In Press (attach a copy of the communication from publisher):

c. Non-Refereed Articles Accepted for Publication (attach a copy of the letter of acceptance from publisher):

d. Non-Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):

6. **Technical Reports**

List authors (underline senior author), title, publisher, place

7. **Book Reviews Published**

8. **Other Research and Creative Activities**

List authors (underline senior author), title, publisher, place

C. PRESENTATION OF PAPERS/MAJOR SPEECHES

Indicate if speech is invited, keynote, or plenary, etc.

1. Papers presented at professional conventions

2. Major Speeches

3. Poster Presentations

D. HONORS AND AWARDS

Provide all relevant details.

II. DOCTORAL DISSERTATION COMMITTEES

List names of students, dates of service, indicate if Dissertation Director, where possible, provide information regarding the subsequent professional careers of these students.

III. MASTER'S THESIS COMMITTEES

List including names of students, dates of service, indicate if Thesis Director, where possible, provide information regarding the subsequent professional careers of these students.

IV. UNDERGRADUATE RESEARCH SUPERVISION

List including names of students, dates of service, indicate if Thesis Director, where possible, provide information regarding the subsequent professional careers of these students.

V. SERVICE TO THE DISCIPLINE

- List offices held in national, regional, local organizations associated with your professional field; indicate dates of service
- List professional organizations to which you currently belong
- Other professional service rendered, e.g., editorships, service on editorial boards of scholarly journals, review panels, accreditation teams