

TO: The NEIU Community

FROM: Dr. Lawrence Frank, Provost

DATE: February 16, 2011

RE: The Bernard J. Brommel Distinguished Research Professor Award

It is my pleasure to announce to the campus community the sixth year of the Bernard J. Brommel Distinguished Research Professor Award.

This annual award was established through a gift from Dr. Bernard J. Brommel, Professor Emeritus, Communication, Media and Theatre. The recipient of the award shall be a tenured/tenure-track member of the NEIU faculty who best demonstrates excellence in research and scholarship.

This award is intended to reward established research by faculty members who have a record of success and to encourage other faculty, especially young and new faculty members, to produce a significant body of work.

The Brommel Distinguished Research Professor Award will be presented this year for the fifth time. This memo outlines the criteria, process and deadlines for the award.

Amount of Award:

One award of \$5,000 may be given annually. The recipient has the option of accepting the award as a one-time payment or as an account established in the NEIU Foundation for the purposes of supporting the recipient's continued creative and scholarly activity.

Who is eligible to receive the award?

- Full-time tenured / tenure-track members of the NEIU faculty who are in their fourth year or more of service at the University are eligible for nomination. The nominee must be planning to continue his or her employment at the University at least through the 2011-2012 academic year.
- Small teams of NEIU researchers who have collaborated on a research project may be jointly nominated. Each member would receive an equal share of the total award.

- Any faculty member or administrator may nominate any member of the NEIU community who meets these eligibility criteria.
- Self-nominations are not considered.
- The award can be won only once, so previous winners are not eligible for nomination.

What are the criteria considered in choosing the recipient of the distinguished professor award?

The award is given to a faculty member for a significant body of scholarly or creative activity. The selection committee will consider the following factors in reaching its decision and may consider additional factors as it sees fit.

Factors to be considered include:

1. the creation of a body of scholarly research or creative works that have appeared in a peer-juried setting such as a juried exhibition, leading journals in the candidate's discipline, etc.;
2. publishing books that have been critically reviewed in the press or publications of their discipline;
3. external evidence of the impact of the individual's scholarly / creative contributions;
4. involvement in regional, national or international organizations such as holding office in the organization or presenting scholarly papers at regional and national meetings of their professional or academic organization.

How will the recipient be selected?

Candidates for the award may be nominated by any NEIU faculty member or administrator. The nominator must submit a letter of nomination that summarizes the nominee's accomplishments as they pertain to the above criteria. Nominators are encouraged to cite published book reviews and the like that discuss the nominee's work. The letter should be no more than three pages and must be accompanied by a bibliography of the nominee's works. The actual work should not be submitted with the nomination.

A seven member committee will review the nomination letters. The committee membership will include:

- Four tenured / tenure-track faculty members who are not members of the Senate will be chosen by the Faculty Senate. The Faculty Senate is encouraged to include past award recipients whenever feasible and to provide representation from across the curriculum.
- The deans of the colleges of arts and sciences, business and management, and education will also serve.

The committee will select three to five finalists for the award, unless no nominees meet the committee's standards. Finalists' names will be made public, since in itself this is recognition of excellence.

Each finalist should submit:

1. the works for which the award is being considered (including books, articles, slides, videos, as appropriate) as well as reviews of the work(s).
2. a three to five page statement that contextualizes their work, describing the development of their creative / scholarly life as related to the works submitted.
3. a list of three to five scholars in their field who might serve as peer reviewers of the material.

The finalists' materials will be reviewed by the committee as well as one external peer reviewer for each finalist. The selection committee will recommend an award recipient to the provost who will communicate it to the president. The president will appoint the distinguished professor.

Important Dates and Deadlines

Nominations due in the provost's office – March 1, 2011

Announcement of the finalists – March 7, 2011

Finalists' materials due in the provost's office – March 18, 2011

Finalists' materials to peer reviewers – March 25, 2011

Peer reviewers return materials and their comments – April 15, 2011

Finalists' materials and reviewer comments to committee – April 20, 2011

Committee meets, submits recommendation to provost – April 22, 2011

President names the distinguished professor – April 23, 2011

The award will be formally presented by the president at the May commencement ceremonies.

Faculty members chosen as Distinguished Research Professors will carry that designation for life, duly noted in faculty listings in their academic department, the academic catalog, etc.

Recipient's presentation to the community

The recipient will make a presentation about their research and / or creative works to an audience of alumni, students, faculty and staff during the fall semester following the announcement. The NEIU community of scholars and artists is encouraged to celebrate the recipient's accomplishments.