



## **SELECTION PROCEDURES FOR ANNUAL UNIVERSITY SCHOLARSHIP OF ENGAGEMENT AWARD**

### Objective

Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

The annual Scholarship of Engagement Award recognizes achievement in scholarship of engagement (SOE) and sustained commitment to partnered scholarly endeavors with communities. SOE is scholarly activity by faculty members working with community partners. The community is viewed as an equal partner and works collaboratively with the faculty member through all aspects of the program, including topic identification, data collection, implementation, analysis, and dissemination.

### Awards Per Year

One award is given annually. This award will carry a monetary prize and will be presented in a special awards ceremony each spring.

### Eligibility

Nominees must:

- have demonstrated achievement in SOE and commitment to the community as an equal partner;
- have worked collaboratively with the community through all aspects of the program, including topic identification, data collection, implementation, analysis, and dissemination; and
- have been involved in scholarship activities at ECU in the academic year in which they are selected.

### Nomination Procedures and Guidelines

Nominations may be made in the following ways:

1. by the department-level academic units (including areas of concentration)
2. by other representatives in the faculty member's field of work, including community partners
3. any eligible faculty member may request consideration by the unit

Nominations should:

1. provide evidence that the scholarship positively impacted the community(ies);
2. provide evidence of leadership and sustained, equal relationships with the community(ies) for the purpose of scholarship;
3. provide evidence of a relationship between the scholarship, departmental/academic unit goals, and ECU's Strategic Plan;
4. cite examples of SOE-generated products such as: 1) professional juried presentations and publications, and 2) research studies of partnerships;
5. cite examples of: 1) leadership in SOE, 2) community response to the engagement and outreach, and 3) assessment of the engagement disseminated in reports and policies.

Nominations are made by submitting a letter addressing the criteria outlined above. The letter must specify why the nominee deserves the award and should be submitted either electronically or in hardcopy form to the Office for Faculty Excellence (OFE) in Joyner Library Rm. 1001 no later than 5 p.m. on September 15<sup>th</sup>, or the next business day if the 15<sup>th</sup> falls on a weekend. Nominees will be contacted by the OFE following the nomination deadline and provided with information about the application packet they must submit if they wish to pursue the award.

Nominees who wish to pursue the award must submit their application packets electronically via flash-drive or website to the OFE no later than 5 p.m. on November 1<sup>st</sup>, or the next business day if the 1<sup>st</sup> falls on a weekend. Directions for flash-drive or website submission will be provided. In addition, nominees will be asked to complete an information sheet with their name as it should be listed, academic rank, department, and college or school, as well as a photograph at least 2.5" x 3" with a minimum resolution of 300. Nominees without a photograph can contact the OFE about having one taken.

The application packet:

1. must adhere to the specifications presented here; those that do not will be disqualified.
2. should utilize appropriate margins, fonts, type sizes, and colors to ensure readability.
3. must not exceed 50 pages, excluding the itemized list and vitae.
4. must contain the following in this order:
  - Contents: itemized list of all materials in the application packet
  - CV: a complete curriculum vitae, highlighting the nominee's SOE
  - 500-word essay describing the SOE from the nominee's perspective, including the impact of the scholarship on the community(ies), the related academic discipline, and East Carolina University
  - Nomination letter
  - Supportive letter from community partner
  - Evidence that the nominee exemplifies the award criteria. Examples include, but are not limited to: 1) letters attesting to the impact of the SOE on the unit, discipline, students, and community; 2) policies implemented as a result of the SOE; 3) grant abstracts; 4) media reports; 5) awards; 6) photos with captions
  - At least 1, and no more than 3, examples of your SOE-related research and creative activity that can be submitted electronically. Examples include, but are not limited to: 1) video excerpts of professional juried presentations (not to exceed 20 minutes); 2) entire or excerpted peer-reviewed publications

### Evaluation Procedures

In September, the Academic Awards Committee appoints up to five members to serve as the selection committee. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the selection committee via the Blackboard course management software and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion

In January, the selection committee will forward to the Vice Chancellor for Research, Economic Development and Engagement the names of all nominees, indicating the one selected to receive the award, and the supporting documentation of the selected recipient. The Vice Chancellor reviews the selected recipients' research materials in accordance with the approved award procedures and either concurs, or meets with the committee to seek resolution.

In the Spring, the award recipient will be recognized during the annual Research and Scholarship Awards Ceremony. Following the public announcement of this award, the Vice Chancellor will send letters of recognition to the recipient and letters of appreciation to nominees.

(Faculty Senate Resolutions #10-69; #17-41)