

DISTINGUISHED RESEARCH MASTER NOMINATION GUIDELINES

Since 1972, the Council on Research has presented the University-wide award of **Distinguished Research Master** in recognition of outstanding career accomplishments in research and scholarship. This career award recognizes the significant contributions of a scholar to research and creative scholarship on the national and international stage.

ELIGIBILITY AND PROCEDURES

Any full professor (with the exception of a current Boyd Professor) is eligible for the Distinguished Research Master award which consists of the University Medal, a framed certificate and a \$2,500 annualized salary supplement. The career awards are intended to recognize individuals with a long-term record typically seven (7) years or longer of truly distinguished research and scholarship while at LSU.

Nominations may come from any faculty member but must be submitted through the appropriate department chair/unit head and dean/director to the Council on Research. All nomination packets should be contained in a single electronic file and organized in a manner consistent with the format provided in the nomination guidelines.

Nominations must be submitted through our InfoReady grants portal (lsu.infoready4.com).

REVIEW CRITERIA

This career award recognizes the significant contributions of a scholar to research, scholarship and creative activity on the national and international stage. Three conditions apply:

- The nominee must have a sustained public scholarly and/or research record.
- A substantial portion of the nominee's scholarly and/or research record must have been compiled while at Louisiana State University and A & M College.
- The nominee's research and scholarship must have made a vital impact on the scholarly community in the nominee's field.

In addition to the nomination letter and the endorsements of department chair/unit heads and dean/directors, each nomination packet must include:

- A current vita for the nominee
- A minimum of three but no more than five letters of recommendation must come from prominent scholars who are located at peer universities or, where appropriate, at major research laboratories or federal agencies. Letters of nomination must indicate precisely the research or scholarship that is the basis for the nomination, as well as the DRM category in which the nominee is to be considered. These letters must directly address the scholarly and research contributions of the nominee. In addition, the letter should identify the writer's relationship with the DRM nominee (i.e. former student, major professor) if applicable.

DRM SUPPORTING DOCUMENTATION

Nominations are to be submitted online through the LSU InfoReady portal (lsu.infoready4.com) by the nominator. Announcement of the nomination process will occur in September of each year, with a submission deadline of early December (exact deadlines are posted online).

The online form will require upload of a single PDF file with the following components:

1. Nominating Letter from chair or department head
2. Supporting letter from Dean
3. Vita of nominee (which includes)
 - a. Education (degrees with dates)
 - b. Employment history with dates
 - c. List of Publications/Performances/Exhibitions with dates
 - i. Books and book chapters
 - ii. Monographs
 - iii. Edited volumes
 - iv. Journal publications
 - v. Conference proceedings
 - vi. Conference presentations
 - d. List of Theses/Dissertations directed (name, year, title)
 - e. Grants awarded
 - f. Patents awarded
 - g. Copyrights awarded
 - h. Professional Recognition with year

- i. Awards
 - ii. Lectureships
 - iii. Prizes
 - iv. Society memberships
 - v. Fellowships
 - vi. Editorships
 - vii. Editorial committees
- 4. Letters of recommendation (minimum of 3, maximum of 5)
 - 5. Appendix if needed

*Please direct all inquiries to Associate Vice President Stephen David Beck (sdbeck@lsu.edu).