

## OCAD University

### Award for Distinguished Research, Scholarship and Creative Activity

#### Definitions and Guidelines

##### Definition:

Distinguished research, scholarship or creative activity is defined for this purpose to include those activities appropriate to the nominee's discipline and faculty.

##### Nominations:

Deans, Program Chairs, or faculty members can make nominations for the award to the Associate Vice-President Research by May 31, 2011.

Nominations, which are unsuccessful in the initial year of submission, may stand for two additional years without the need for resubmission under a new letter of support signed by three nominators (see Item #1 below under "Supporting Documentation"). The Associate Vice-President Research will seek the permission of the nominee in each year before the nomination will be included in a given competition. Nominees who wish to let their nomination stand in the current year may update their nomination package prior to the competition deadline of May 31st to reflect any recent publications, awards, grants and additional evidence of outstanding research performance.

The Academic Council Committee on Research will review all eligible nominations and make recommendations to the Associate Vice-President, Research who will make the final decision. Awards will normally be announced by the September 30<sup>th</sup> of the following academic year.

##### Supporting Documentation:

Each nomination should include, where applicable, the following support documents:

1. A letter of support for the nominee that highlights the major achievements of the individual and indicates in which format these accomplishments are documented in the accompanying materials. Normally, the nomination letter is prepared and signed by at least two (2) faculty members. The Dean of Faculty will acknowledge the submission of the nomination.
2. A three-page proposal that outlines the nominee's research or creative program over the next three years.

3. Full curriculum vitae. The cv should include a list of all research and creative grants and awards or prizes received for research accomplishments by professional technical committees, and applied research organizations in the last five (5) years.
4. Evidence of impact of research, scholarship and creative activity on the broad spectrum of art and design research and practice nationally and internationally.
5. Evidence of contributions toward undergraduate and graduate student research and scholarly training (where applicable). Please identify the number of students supervised and the career paths of these students (e.g., graduate student at university *x*, senior designer in company *y*; curated exhibitions at gallery *z*).
6. Any evidence that the nominators or nominee wish to submit as support for outstanding research performance.
7. List of six (6) external referees who may be asked to submit a written report (see attached form.) The Committee may select from among these six (6), up to three (3) from whom to solicit references and may seek other external referee reports.

**Eligibility:**

Only permanent, tenured or tenure-track faculty are eligible for nomination.

Current members of the Academic Council Committee on Research who are nominated for the Award will recuse themselves from any deliberations related to the Award.

A faculty member is only eligible for one award during her/his tenure with OCAD.

**Selection Committee:**

The Associate Vice-President, Research shall receive nominations and supporting documentation. The Academic Council Committee on Research, or a sub-committee thereof, will review all dossiers and make appropriate recommendations to the Associate Vice-President, Research.

The Committee on Research may recommend up to three (3) outstanding individuals to receive the Award in any one year.

The Award need not be made each year if, in the opinion of the Committee and the Associate Vice-President, Research, there are no suitable candidates.

**Award:**

The award will consist of OCAD recognition of outstanding research achievements, acknowledged at a University function by the presentation of a diploma and monetary award in the form of a research grant (\$3,000 Research Account for the support of research, scholarly and creative art and design projects). The monetary award cannot be used as additional income.

Funds can be used for research activities that would normally be eligible under SSHRC guidelines.

The recipient is also expected to deliver to the University community a lecture/exhibition on a topic of interest to the recipient.

**Criteria for Selection:**

- Significant contributions to research as documented by basic research bodies, professional technical committees, and/or applied research organizations.
- Consistency in scholarly or creative performance (e.g. publications and receiving research funding from external sources – granting agencies, foundations and contracts).
- Documentation of refereed and/or significant publications.
- Evidence of contributing consistently and significantly toward the training of graduate and undergraduate students (wherever applicable).