AWARD CRITERIA AND NOMINATION PROCESS
University of Hawai‘i at Hilo
AWARD FOR EXCELLENCE IN SCHOLARLY/CREATIVE ACTIVITIES

Description
Presented to a tenure track faculty or a full-time BOR-classified professional staff member for outstanding achievement in scholarly and/or creative endeavors, including publication of well-reviewed books, publication in refereed journals, or performances or exhibitions at the state or national levels.

Eligibility and Nomination
1. All UH Hilo tenure-track faculty and full-time BOR-classified professional staff are eligible for this award, except for prior recipients of the award.
2. Nomination form and deadline information can be found online at Faculty and Staff Awards.

Guidelines for Evaluation
1. Quality of scholarly and/or creative activities: for example, publication of well-reviewed books, publication in refereed journals, performances or exhibitions at the state or national levels. (15 points)
2. Consistent and well-established pattern of endeavors over an extended period of time. (10 points)
3. Recognition accruing to the University of Hawai‘i as a result of these activities. (5 points)
4. Promise of future scholarly/creative contributions. (5 points)

Guidelines for Selection Committee
1. The chancellor will appoint a committee of four to five persons having scholarly/creative expertise from units of UH Hilo.
2. If a member of the selection committee is a nominee, s/he will be replaced by another representative from the appropriate unit.
3. Members of the committee may not nominate or actively support a nominee. A committee member who attempts to do so will be replaced by another representative from the appropriate unit.
4. All nominees will be asked to provide a categorized list of all scholarly/creative
contributions and a current curriculum vita.

5. Committee members should rate the scholarly/creative activities and contributions of each nominee independently, using the guidelines for evaluation. Once this is completed, the committee will collectively determine the finalists.

6. The recipient of the award will be selected from among the finalists after the committee has considered and is satisfied that other aspects of the nominee’s job performance (teaching competency and University/community service) are satisfactory.

7. The selection committee will forward its recommendation for the award to the chancellor.