MEMORANDUM

To: Academic Deans, Department Chairs, Faculty and Librarians

From: Randolph W. Hall, Vice President of Research

Date: September 10, 2012

Re: Inviting Nominations for the

2013 USC ASSOCIATES AWARDS FOR CREATIVITY IN RESEARCH

The USC Associates Awards are the highest honors the university faculty can bestow on its members for distinguished intellectual and artistic achievements. Nominations that display the diversity of our faculty and the breadth of their scholarship are invited from deans and all members of the faculty.

Faculty from all schools and academic units are strongly encouraged to put forward the names of colleagues with outstanding records of creativity in research. Creativity in research includes the written publication of ideas, artistic creation and artistic performance. Creativity may stem from a single brilliant idea or from a significant body of work that forms a coherent whole. Significant impact on a field of scholarship at the interface of disciplines, or creation of viable new areas of scholarly activity are evidence of creativity.

Two awards of $7,500 will be presented at the 2013 Academic Honors Convocation in April 2013. Recipients will be invited to deliver a lecture on their work as part of a distinguished speaker series.

The deadline for nominations is Monday, October 1, 2012. Email nominations to vpres@usc.edu, or you may mail or deliver nominations to Office of Research in CUB 325, MC 0706. For further information, please contact the Office of Research at (213) 740-6709.

Please follow the guidelines below.
USC ASSOCIATES AWARD FOR CREATIVITY IN RESEARCH

Nomination Guidelines

1. Nominations should be submitted in a letter not exceeding 1,000 words. Include the nominee’s name, title and office address. Enclose the candidate’s updated curriculum vitae, including publications.

2. Summarize the candidate’s accomplishments. Explain succinctly why the nominee’s contributions are exceptional.

3. Submit two or three samples of work that represent the special contributions of the candidate. Provide a detailed description of the nominee’s scholarship. Mention any significant involvement of others in the submitted work.

4. Submit the names of ten individuals who could serve as evaluators of the nominee’s accomplishments. Include e-mail addresses and job titles of evaluators. At least five of the evaluator’s should be recognized scholars in the relevant discipline(s) from leading institutions outside USC. Identify individuals with different perspectives about a candidate, especially if he or she is working in more than one field.

5. Nominations will be evaluated by a committee of distinguished faculty appointed by the Provost. The candidate will be evaluated by the committee in a two-step process. Evaluation letters will only be requested for finalists.

6. Nominations will be considered for a period of three years. Thus, individuals nominated for the 2011 and 2012 award years will also be considered (unless withdrawn by the nominating department).