

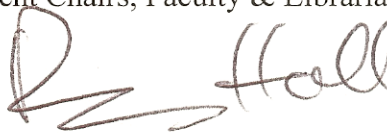
MEMORANDUM

Office of the Provost

Randolph W. Hall, Ph.D.
Vice Provost for Research
Advancement

To: Academic Deans, Department Chairs, Faculty & Librarians

From: Randolph W. Hall, Ph.D.



Date: September 14, 2005

Re: Inviting Nominations for the

2006 ASSOCIATES AWARDS FOR CREATIVITY IN RESEARCH

The 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. Two awards of \$5,000 will be presented at the 2006 Academic Honors Convocation on March 23, 2006.

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 discipline at the interface of disciplines, or creation of viable new areas of scholarly activity are evidence of creativity.

The deadline for nominations is Friday, October 14, 2005. Mail or deliver nominations to **Office of the Vice Provost for Research Advancement in ADM 300, MC 4019**. For further information, please contact Georgina Clegg at (213) 740-6709.

Please follow the guidelines on the back.

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 a curriculum vitae with publications for the nominee.
2. Summarize the candidate's accomplishments. Explain succinctly why the nominee's contributions are exceptional.
3. Provide a detailed description of the nominee's scholarship. Submit two or three samples of work, which represent the special contributions of the candidate. Mention the significant involvement of others.
4. Submit the names of ten individuals who could serve as evaluators of the nominee's accomplishments. Include addresses and job titles of evaluators. (Note: beginning this year, do not submit recommendation letters.) At least half of the names should be from recognized scholars in the relevant discipline(s) from outside USC. Identify individuals with different perspectives about a candidate, especially if (s)he is working in more than one field.
5. Nominations will be evaluated by a committee of distinguished faculty. The evaluation committee will evaluate candidates in two steps. Evaluations letters will only be requested for finalists.
6. Nominations will be considered for a period of three years. Thus, individuals nominated for 2004 and 2005 will also be considered unless withdrawn by the nominating department.