

OFFICE OF RESEARCH CALL FOR NOMINATIONS

2020 Distinguished Scholar Award

The Distinguished Scholar Award (DSA) program annually recognizes and honors six faculty members who demonstrate scholarly activity, research or creative works which represent exceptional achievements in their fields and who have brought distinction to themselves and The Ohio State University. Recipients of the DSA award receive a \$20,000 research grant and a \$3,000 honorarium to pursue their scholarly activity. The winners of this award are honored during a faculty awards ceremony held in the spring.

All nominations must be made by departmental committee convened by the department chair (or his/her designee). Individuals wishing to nominate a candidate should contact their department chair. In keeping with the university's [ongoing commitment to diversity](#), nominations of women faculty and faculty from other underrepresented groups are strongly encouraged.

Previous DSA recipients and Ohio Eminent Scholars are not eligible for nomination. DSA nominations may remain "active" for three years. Departmental nominating committees must decide each year whether to re-nominate or withdraw their active nominations. If a candidate is not selected to receive an award during their three-year period of eligibility, the candidate's application is automatically withdrawn. Eligibility for nomination may be restored after a one-year hiatus.

Instructions for submission of nominations and forms can be found at:

go.osu.edu/DSA2020

For questions prior to submission, contact:

Cheryl Cahlander
Office of Research
208 Bricker Hall
190 North Oval Mall
Columbus, OH 43210
Phone: 614-247-4764
cahlander.2@osu.edu

Nominations, including all required letters of support, must be received by 5 p.m. on Monday, October 21, 2019.



2020 Distinguished Scholar Award

Instructions for Submission of Nominations



Instructions

The deadline for submission of all materials is **Monday, October 21, 2019, at 5 p.m.** Please submit the completed nomination packet electronically in PDF format to cahlander.2@osu.edu. Or by mail to:

Cheryl Cahlander
Office of Research
208 Bricker Hall
190 North Oval Mall
Columbus, OH 43210-1016

A confirmation email will be sent to acknowledge receipt of your submission.

DSA nomination packets must include all of the following documents:

1. **Nomination cover page** (*Use form provided*)

2. **Nomination statement**

The nomination statement should contain clear, non-technical language and include the following (use bulleted lists where possible):

a. **Significant accomplishments:** (*3 page maximum*)

List the nominee's major intellectual contributions, new and unique contributions to their field of study, excellence and creativity of research and leadership roles. Cite and document the nominee's three most significant scholarly works.

b. **Impact on department and university:** (*1 page maximum*)

Describe how the nominee's work has impacted your department as well as the university. Include intellectual stimulation and development of colleagues, interdisciplinary collaborations and other scholarly activities.

c. **Disciplinary standards for comparison:** (*2 page maximum*)

Assess how the nominee's achievements fall within the general standards of his/her discipline (i.e., standards for authorship, citations, journal quality, Hirsch index when used in the discipline, patents, grant funds and contracts, awards, typical number of graduate students, number of postdoctoral fellows, etc.). Also list national and international awards and how the nominee might rank nationally among senior scholars in the discipline.

d. **Brief non-technical statement:** (*1 page maximum*)

Provide a brief, non-technical description (short bio) of the nominee's accomplishments (should the nominee be chosen for the award, the description will be used for publicity). To view bios of previous DSA winners, visit osu.edu/universityawards/previous.html.

e. **List of graduate students:** (*no page limit*)

List the students the nominee directed to graduate degrees, including references to theses, dissertations, performances, exhibitions, career activities, notable achievements, year of degree, etc.

3. **Letters of recommendation form (provided) and five (5) letters of recommendation**

For new nominees:

The application must contain a total of five (5) required letters of recommendation as follows:

- One (1) letter from an administrator at Ohio State who knows the nominee and can assess the contributions made to the department, college and university, and the nominee's impact on graduate education.
- Three (3) letters from external leaders in the nominee's field. Please indicate the status/reputation of each reference in the nominee's field, as well as any relevant professional relationship between the individual and the nominee.
- One (1) letter from a FORMER student or postdoctoral fellow.

For re-nominated candidates:

For candidates who are being nominated for the second or third time, new letters of recommendation are **strongly encouraged**. Please contact Cheryl Cahlander at cahlander.2@osu.edu or 614-247-4764 with questions about updating your nomination packets.

4. **Nominee's curriculum vitae**

2020 Distinguished Scholar Award

Sample Recommendation Request Letter



Instructions

This template can be used to request letters of recommendation from external leaders in the nominee's field and a student/postdoctoral fellow.

Date

Name

Title

Mailing Address

Dear:

Professor (full name of nominee) has been nominated for a Distinguished Scholar Award at The Ohio State University. These annual awards recognize faculty who have compiled a substantial record of excellence in research and scholarly activity. Award recipients receive a \$20,000 grant for their research and scholarly activities and a \$3,000 honorarium.

Insert A: (Use for external reference letters from leaders in nominee's field)

To aid the award selection committee in determining which of the many outstanding nominees should be honored (only six awards are bestowed each year), letters of support are sought from respected leaders in the nominee's field who can assess both the scholarly achievements of the nominee and the reputation of the nominee in their field. I would appreciate it greatly if you could provide me with a letter of support for Professor (name) by **Monday, September 9, 2019**.

Insert B: (Use for student/postdoctoral reference letter)

To aid the award selection committee in determining which of the many outstanding nominees should be honored (only six awards are bestowed each year), a letter of support is sought from one of Professor (full name of nominee) former students or postdoctoral fellows. I would appreciate it greatly if you could provide me with a letter of support for Professor (name) by **Monday, September 9, 2019**.

While every effort is made to maintain the confidentiality of these letters and to share them only with the award selection committee, please be aware that, as a state institution, Ohio State University falls under the Ohio Public Records Act and could be required to make the letters available for review and/or copying upon request.

I have included the nominee's complete curriculum vitae for your consideration. If you have any questions, please don't hesitate to contact me at (contact information). I look forward to hearing from you.

Sincerely,

Name (department chair or dean)

Title

2020 Distinguished Scholar Award

Nomination Packet Checklist



Checklist (For personal use. Do not return.)

Name

- Nomination cover page (*Use the form provided*)
- Nomination statement
 1. Significant accomplishments (*3 page maximum*)
 2. Impact on department and university (*1 page maximum*)
 3. Disciplinary standards for comparison (*2 page maximum*)
 4. Brief non-technical statement (*1 page maximum*)
 5. List of graduate students (*no page limit*)
- Letters of recommendation form and five (5) letters
 1. One (1) letter from an Ohio State administrator
 2. Three (3) letters from external leaders in nominee's field
 3. One (1) letter from a former student/postdoctoral fellow
- Nominee's curriculum vitae

2020 Distinguished Scholar Award

Nomination Cover Page



Nominee Information

 Nominee's Name *First, MI, Last*

Department	Academic Rank	Starting Date at Ohio State <i>must be on or before June 1, 2014</i>
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Campus Address

Phone	Email Address
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Nominating Committee

Please list all members

Committee Chair	Campus Building Address	Phone/Email
Committee Member	Campus Building Address	Phone/Email
Committee Member	Campus Building Address	Phone/Email
Committee Member	Campus Building Address	Phone/Email
Committee Member	Campus Building Address	Phone/Email
Committee Member	Campus Building Address	Phone/Email

Department Approval

 Printed Name of Nominee's Department Chair

 Signature of Nominee's Department Chair

Date

**Note: If the nominee is the department chair, the signature of the dean is required.*

2020 Distinguished Scholar Award

Letters of Recommendation Form



208 Bricker Hall
190 N. Oval Mall, Columbus, OH 43210-1016

Name of Distinguished Scholar Award Nominee

Recommendation from Ohio State Administrator (1 letter required)

Name <i>First, MI, Last</i>		Title	
Department		Campus Building Address	
Office or Cell Phone		Email Address	

Recommendations from External Leaders in Nominee's Field (3 letters required)

Name <i>First, MI, Last</i>		Title	
Business or Institution		Street Address	
City	State	Zip	Country
Office or Cell Phone		Email Address	
Professional Relationship and Standing within the Field			

Name <i>First, MI, Last</i>		Title	
Business or Institution		Street Address	
City	State	Zip	Country
Office or Cell Phone		Email Address	
Professional Relationship and Standing within the Field			

2020 Distinguished Scholar Award

Letters of Recommendation Form



Recommendations from External Leaders in Nominee's Field (3 letters required)

Name <i>First, MI, Last</i>		Title	
Business or Institution		Street Address	
City	State	Zip	Country
Office or Cell Phone		Email Address	
Professional Relationship and Standing within the Field			

Recommendation from a Former Student/Postdoctoral Fellow (1 letter required)

Name <i>First, MI, Last</i>		Title	
Business or Institution		Street Address	
City	State	Zip	Country
Office or Cell Phone		Email Address	