

College of Agriculture

Early Career Award Application Guidelines and Evaluation Criteria

The College of Agriculture **Early Career Award** was established to recognize the faculty member's early career achievements, and honor their significant contributions to the society and advancement of science.

Eligibility Criteria:

To be eligible for this award, the applicant must:

1. Have a full time faculty appointment at the College of Agriculture for less than 5 years by December 31st of the previous year.
2. Have not received this award in the past.

The award carries a cash value of \$1,000

If applications do not meet the award requirements, the award will not be presented during that year.

Application materials:

1. **Personal statement** highlighting the applicant's innovations, accomplishments, scholarly activities, and future research and/or extension direction with specific examples (see specific evaluation criteria below) (2 pages).
2. **Brief CV/resume** emphasizing research and/or extension activities and accomplishments, and demonstrating scholarly activities, and extramural funding (see specific evaluation criteria below) (2 pages)
3. **Documentation (copies)** of publications and other scholarly achievements.
4. **Documentation (copies)** of extramural funding awards and their relation to research and/or extension activities.
5. **Three letters of support** from colleagues, collaborators and peers advocating and outlining the case for why and how the applicant meets the award criteria listed below. Specific examples of their research achievements, innovations and excellence should be provided. Letter writer should identify their professional relationship with the applicant. The letter should be directly send to Dr. Carter Catlin by email (ccatlin@tnstate.edu) or regular mail at the address provided below or sent to the applicant in a sealed envelope before the deadline.

Evaluation Criteria (based on 100% Research or Extension appointment):

The following scoring criteria will be used to evaluate the award applications.

1. **Personal statement on research and/or extension achievements** (3 years) (10 points) – Document applicant's research and/or extension accomplishments, broader impacts and future plans, and demonstrate applicant's collaboration within and outside of TSU, and alignment of his/her research and/or extension work with the college's priorities and the strategic plan.

- 2. Scholarly Achievements (3 years) (50 points)** – The applicant’s research accomplishments and creativity will be assessed based on the quality and the number of publications in refereed journals. Scores will be awarded based on authorship (refer to college’s tenure and promotion policy), stature of journal (higher tier journal with high impact factor versus low tier journal), refereed versus non-refereed publications, society versus non-society journals and other forms of publication – magazine, newspaper, fact sheets, abstract, proceedings, book/book chapters, bulletins.

Score calculation for scholarly achievements will be determined as outlined below based on first authorship (for second author 50% of points will be assigned, for third author or higher, 33% of points will be assigned):

- i. A first author full length manuscript published in a refereed journal* 6 points
- ii. A first author presentation in a(n):
 - a. professional meeting (local, regional, national and international) or scientific community related research and/or extension activity or invited talk or refereed publication in a proceeding 2 points
 - b. university/college/departmental seminar 1 points
(max 10 points)
- iii. A first author publication in a non-refereed journal, magazine, newspaper, fact sheet, abstract, proceeding, book/book chapter, bulletin 1 point
(max 5 points)

* at least one refereed manuscript publication must be as first author.

- 3. Extramural funding (3 years) (30 points)** – Applicant will be evaluated based on secured extramural funding. The authorship (PI, Co-PI, collaborator), amount, and competitiveness of the grant will be taken into account. For grants where the applicant serves as a co-PI or collaborator, dollar value will be determined based on the co-PI’s percentage of contribution (salary/benefits) multiplied by the total grant amount. For example, if a co-PI has 10 percent of his/her salary/benefits allocated to a \$100,000 grant, his/her amount would be \$10,000.

To receive the full 30 points (100% under this category), faculty must have been awarded at least \$200,000 over the three year period.

- 4. Support letters (10 points)** – Support letters will be used to evaluate how the applicant has met the above mentioned award criteria. Specific examples of applicant’s research contributions shall be established in the support letters.

Conflicts of interest:

Award committee members are neither eligible nor can submit letters of support.

Deadline:

Electronic or hard copies of all required documents should be submitted by March 15th to the address below:

Dr. Carter Catlin
Email: ccatlin@tnstate.edu
College of Agriculture
Tennessee State University
3500 John A. Merritt Blvd.
Nashville, TN 37209-1561