



**Missouri State**<sup>™</sup>  
U N I V E R S I T Y  
College of Business

**Faculty and Staff Awards and Guidelines**

**2021-2022**

*As of July 2021*

# Summary of COB Faculty and Staff Awards Available

*These awards are given at the spring all COB meeting.*

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## **COB Summer Research Grants**

Recognition: Up to \$750 per article. Summer research grants for peer-reviewed articles appearing in print in the last calendar year. Journal must have acceptance rate under 70% and article must be published with institutional credit to Missouri State University. *Deadline for submission is February 1, 2022.*

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## **COB Outstanding Scholarly Activity Award**

Recognition: Plaque and \$500. This award is determined by the COB Faculty Scholarship and Awards Committee. Faculty member must apply to be considered. *Deadline for submission is February 1, 2022.* There are two awards:

- Outstanding Empirical Paper
  - Outstanding Non-empirical Paper
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## **COB Public Affairs Award in Research**

Recognition: Plaque and \$500. This award is determined by the COB Faculty Scholarship and Awards Committee. Faculty member must apply to be considered. *Deadline for submission is February 1, 2022.*

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## **COB Outstanding Faculty Award**

Recognition: Plaque and \$500. Faculty member is selected by COB Student Leadership Council. The criteria for selection is a faculty member who contributes to student success in a profound and meaningful way.

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## **COB Outstanding Service Award**

Recognition: Plaque and \$500. COB Outstanding Service Award to recognize either faculty or staff who has gone above and beyond in service to the university or the community. Selected by the Dean. *Deadline for nominations is February 1, 2022.*

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## **COB Outstanding Academic Advisor Award**

Recognition: Plaque and \$500. COB Outstanding Academic Advisor Award will be presented to an advisor who uses their knowledge and resources to help students succeed. *Deadline for nominations is February 1, 2022.*

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# Guidelines for COB Summer Research Grants for Summer 2022

## For Distribution of Summer Research Grants For Refereed Publications Published Between January 1, 2021 to December 31, 2021

1. All full-time COB faculty members will qualify for a COB summer research grant by having an article appear in print between the time period from January 1, 2021 to December 31, 2021, provided the faculty member has not received payment for the same article in a prior year. In order to qualify, the COB faculty member must be employed full-time on the submission deadline of February 1, 2022.
2. The grant amount will be determined relative to the faculty member's research productivity for the 2021 calendar year, and will be calculated at \$750 for each article that qualifies as basic or discovery scholarship published in a refereed journal and \$250 for all other refereed journal articles that qualify as applied or integrative/application scholarship or teaching and learning scholarship<sup>1</sup>. If there are multiple MSU authors on an article, the grant will be split as directed by the authors. A co-authored article for which the co-authors are at another institution will not have the research grant split among co-authors.
3. **Applicants must complete the COB Summer Research Grant Form by February 1, 2022.** After this date, the form will close and no other articles will be accepted for consideration. Articles must be in print by December 31, 2021 to qualify for the grants. An article accepted prior to December 31, 2021 but published after December 31, 2021 will fall into the next research grant cycle funded by the College. If the publication is not listed in *Cabell's Directory of Publishing Opportunities*, documentation of the referee process for the publication must be provided. Articles that are not refereed will not qualify for a grant. Journal must have acceptance rate under 70% and article must be published with institutional credit to Missouri State University. Articles not listed on the faculty member's Digital Measures account will not qualify for a grant.
4. Definitions and Details:
  - a) An "article" is a discussion of the results of a faculty member's basic, applied, or educational research in his/her discipline.
  - b) A "refereed journal" is one that has a blind, external review process for manuscript submissions. This process can be validated through an explanation of the review process in *Cabell's* or through the journal's own description of its review process. Exceptions to this guideline will be made on a case-by-case basis with respect to high-quality journals that are editorially reviewed. Also, journals with 70% and higher acceptance rates will not be accepted. The article must be published with institutional credit to Missouri State University. The dean will be the final judge on determining if an article qualifies for grant funding.
  - c) "Published" implies that the author can submit photocopies of the article as published, the cover page of the journal, and journal's table of contents listing the article.
  - d) Receiving these grants will not disqualify a faculty member from teaching during the Summer of 2022.

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<sup>1</sup>Standard 8 in the AACSB Guiding Principles and Standards for Business Accreditation define types of scholarship as:

Basic or discovery scholarship is directed toward increasing the knowledge base and the development of theory.

Applied or integrative/application scholarship draws from basic research and uses accumulated theories, knowledge, methods, and techniques to solve real-world problems and/or issues associated with practice.

Teaching and learning scholarship explores the theory and methods of teaching and advances new understandings, insights, content, and methods that impact learning behavior.

## Guidelines for COB Outstanding Scholarly Activity Awards

Each year, faculty will have the opportunity to be considered for recognition of scholarly activities including Outstanding Empirical Paper Award and Outstanding Non-Empirical Paper Award. Not every category will necessarily have an award winner each year.

### *Qualifications for Nomination*

1. Nominee must be a full-time faculty member in the College of Business.
2. A faculty member cannot win more than once in either category every three years.

### *Criteria for Selection*

1. The paper must be refereed and quality metrics provided.
2. The paper must appear in print the calendar year immediately preceding the award.
3. Co-authored papers are acceptable.

### *Process*

1. Faculty must submit a letter via email self-nominating the paper and should include any reasonable documentation as to the impact of the paper (e.g., SSRN downloads, journal published in, outside letters of support, etc.).
2. Faculty should indicate which category they are applying for with respect to their submission.
3. The faculty member must also provide via email an electronic copy of the published paper showing the citation.
4. Recipients are selected by the COB Faculty Scholarship Awards Committee.
5. Award: Plaque and \$500 (money may be split between MSU co-authors)
6. *Deadline for submission is February 1, 2022 to [ERozell@MissouriState.edu](mailto:ERozell@MissouriState.edu).*

## Guidelines for COB Public Affairs Award in Research

Each year faculty will have the opportunity to be considered for recognition of scholarly activities related to Public Affairs.

### *Qualifications for Nomination*

1. Nominee must be a full-time faculty member in the College of Business.
2. A faculty member cannot win more than once every three years.

### *Criteria for Selection*

1. The paper must be in a refereed journal and quality metrics provided.
2. The paper must appear in print the calendar year immediately preceding the award.
3. Co-authored papers are acceptable.

### *Process*

1. Faculty must submit a letter via email self-nominating the paper and should include any reasonable documentation as to the impact of the paper (e.g., SSRN downloads, journal published in, outside letters of support, etc.). Faculty should indicate how their manuscript contributes to the University Public Affairs mission in the letter.
2. The faculty member must also provide via email an electronic copy of the published paper showing the full citation.
3. Recipients are selected by the COB Faculty Scholarship Awards Committee. The committee may select multiple recipients for this award.
4. Award: Plaque and \$500 (money may be split between MSU co-authors)
5. *Deadline for submission is February 1, 2022 to [ERozell@MissouriState.edu](mailto:ERozell@MissouriState.edu).*

## **Guidelines for COB Outstanding Faculty Award**

The COB Outstanding Faculty Award is selected by the COB Student Leadership Council and is given annually at the Spring All-COB meeting.

### *Qualifications for Nomination*

1. Nominee must be a full-time faculty member in the College of Business.
2. Nominee must have been employed as a full-time faculty member in COB for a minimum of four years as of May 2022.
3. Nominee cannot receive the award more than once every four years.

### *Criteria for Selection*

1. The award should be presented to a faculty member who has most contributed to a student's success while a business student at MSU.

### *Process*

1. The Dean will notify the COB Student Leadership Council by February 1.
2. The COB Student Leadership Council will select the faculty member who has most contributed to a student's success while a business student at MSU.
3. The faculty member will be recognized at the Spring All-COB meeting.
4. Award: Plaque and \$500

## Guidelines for COB Outstanding Service Award

Outstanding service is often overlooked or taken for granted at the University. The College of Business seeks to specifically recognize those faculty and staff who give tirelessly of their time for our faculty, staff, and students.

### *Qualifications for Nomination*

1. Nominee must be a full-time faculty or staff member in the College of Business.

### *Criteria for Selection*

1. The award should be presented to a faculty or staff member who gives tirelessly of their time for our faculty, staff, and students.

### *Process*

1. A letter of nomination should be submitted by either nomination or self-nomination to the Dean's Office.
2. Selection is made by the COB Dean in spring.
3. The recipient(s) will be recognized at the Spring All-COB meeting.
4. Award: Plaque and \$500
5. *Deadline for nominations is February 1, 2022 to [DavidMeinert@MissouriState.edu](mailto:DavidMeinert@MissouriState.edu).*

## Guidelines for COB Outstanding Academic Advisor Award

The College of Business seeks to recognize the service COB academic advisors provide to students. The COB Outstanding Academic Advisor Award is presented to an advisor who goes above and beyond by applying their knowledge and resources to help students succeed.

### *Qualifications for Nomination*

1. Nominee must have a minimum of two continuous years of service to the College of Business at Missouri State at the time of nomination as a full-time staff advisor with on-going academic advising responsibilities and currently assigned advisees.
2. Nominee must not have received the award in the previous two years.

### *Criteria for Selection*

1. Knowledge of campus information and resources and use of that knowledge in helping students.
2. Knowledge of College of Business majors, career-related information, academic policies, and use of that knowledge in assisting students.
3. Use of innovative advising techniques and/or development of advising materials or processes.
4. Effective documentation of advising sessions through online advising notes.
5. Reasonable accessibility to advisees and effective use of available time with advisees.
6. Efforts to create positive relationships with students.
7. Support for the needs of diverse students and for initiatives devoted to accessibility and inclusion.
8. Support and involvement in new advising initiatives, including efforts to enhance advising for special student segments within the College of Business.

### *Process*

1. Nominations may be submitted by students, staff, faculty, or administrators. Self-nominations are accepted.
2. Submission packet is required to include the following:
  - a. A letter of nomination or self-nomination;
  - b. A resume documenting advising-related activities and accomplishments that meet criteria listed above;
  - c. A statement of advising philosophy (no more than one page, double spaced); and
  - d. Two letters of support. These letters may be from advisees, colleagues, or other University personnel.
3. Selection will be made by a committee comprised of the COB Associate Dean (internal), Director of the Business Advisement Center, a faculty member, and a student.
4. The recipient will be recognized at the Spring All-COB meeting.
5. Award: Plaque and \$500
6. *Deadline for nominations is February 1, 2022 to [ERozell@MissouriState.edu](mailto:ERozell@MissouriState.edu).*