



Missouri StateTM
U N I V E R S I T Y
College of Business

Faculty and Staff Awards and Guidelines

2024-2025

As of August 2024

Summary of COB Faculty and Staff Awards Available

These awards are given at the spring all COB meeting.

COB Summer Research Grants

Recognition: Up to \$2,000 per article. Summer research grants for peer-reviewed articles appearing in print in the last calendar year. Journal(s) must have an acceptance rate no greater than 50% and article(s) must be published with institutional credit to Missouri State University. *Deadline for submission is February 3, 2025.*

COB Outstanding Scholarly Activity Award

Recognition: Plaque and \$500. The COB Faculty Scholarship and Awards Committee determines this award. Faculty members must apply to be considered. *Deadline for submission is February 3, 2025.* There are two awards:

- Outstanding Empirical Paper
- Outstanding Non-empirical Paper

COB Public Affairs Award in Research

Recognition: Plaque and \$500. The COB Faculty Scholarship and Awards Committee determines this award. Faculty members must apply to be considered. *Deadline for submission is February 3, 2025.*

COB Outstanding Faculty Award

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

COB Outstanding Faculty/Staff Student Organization Advisor Award

Recognition: Plaque and \$500. The faculty or staff recipient of this award is selected by the Dean with input from the COB Student Leadership Council. The purpose is to recognize either a faculty or staff student organization advisor who has gone above and beyond to ensure their student organization excels in areas such as programming, events, professional development, competitions, trips/tours, etc. *Deadline for nominations is February 3, 2025.*

COB Outstanding Service Award

Recognition: Plaque and \$500. The Dean selects the recipient of this award. The purpose is to recognize either faculty or staff who have gone above and beyond in service to the college, university, or the community. *Deadline for nominations is February 3, 2025.*

COB Outstanding Academic Advisor Award

Recognition: Plaque and \$500. This award is presented to an advisor who uses their knowledge and resources to help students succeed. *Deadline for nominations is February 3, 2025.*

Guidelines for COB Summer Research Grants for Summer 2025

Qualifications for Nomination

1. All full-time COB faculty members will qualify for a COB summer research grant by having an article published either in print or online between the time period from January 1, 2024 to December 31, 2024 provided the faculty member has not received payment for the same article in a prior year.
2. Articles accepted prior to but published after December 31, 2024 will fall into the next research grant cycle funded by the College.
3. Articles must be listed on the faculty member's Watermark Faculty Success account with the published pdf included.
4. The COB faculty member must be employed full-time on the submission deadline of February 3, 2025.

Criteria for Selection

1. The grant amount will be determined relative to the faculty member's research productivity for the 2024 calendar year and will be calculated as outlined below.
2. If the publication is not listed in one of the sources below, documentation of the referee process and quality indicators for the publication must be provided.
3. Articles that are not refereed will not qualify for a grant.
4. The journal must have an acceptance rate no greater than 50% and the article must be published with institutional credit to Missouri State University. The 50% acceptance rate threshold only applies to the receipt of summer research grants and does not imply a quality standard for tenure and promotion processes.
5. 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.
6. Articles will only be paid for once at the highest ranking.

Process

1. Applicants must complete the [Summer Research Grant Form](#) by February 3, 2025. After this date, the form will close, and no other articles will be accepted for consideration.
2. If the applicant is the editor/co-editor of the journal or the journal is edited/co-edited by a faculty member at Missouri State University, the applicant must sufficiently demonstrate that the publication process was followed as would be at a journal without such relationships.
3. The amount of each grant is determined by the Associate Dean in consultation with the Dean.
4. Applicants who are denied a summer research grant or believe a publication should be in a different category may provide evidence in support of their request to the Dean.
5. Payments will be made in July 2025.
6. *Deadline for submission is February 3, 2025.*

Definitions and Details:

1. An "article" is a discussion of the results of a faculty member's basic, applied, or educational research in his/her discipline.
2. 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, publications in journals with greater than 50% acceptance rates will not be considered for a Summer Research Grant. The Dean will be the final judge on determining if an article qualifies for grant funding.
3. "Published" implies that the author can submit photocopies of the article as published either in print or online, the cover page of the journal, and journal's table of contents listing the article.
4. Receiving these grants will not disqualify a faculty member from teaching during the Summer of 2025.

Summer Research Grant Article Categories

Outstanding (up to \$2,000 to each author with a maximum of \$4,000 per article)

Outstanding journals include truly outstanding, almost universally regarded elite journals. These tend to be the most highly regarded journals within each discipline, usually requiring the greatest contribution level and effort. For the purposes of the summer research grant, an “Outstanding” journal is defined as meeting one of the following criteria:

- Any journal rated AJG 4 in the most recent Academic Journal Guide of the Association of Business Schools (<https://charteredabs.org/>).
- Any journal with an A* rating on the most recent Australian Business Dean’s Council Journal Quality List (<https://abdc.edu.au/news-publications/>).
- Any journal listed in the current year Financial Times 50 ranking.
- Publications listed in the current Washington & Lee University law journal database with a combined score of 50 or higher (<https://managementtools4.wlu.edu/lawjournals>).

Premiere (up to \$1,500 to each author with a maximum of \$3,000 per article)

Premiere journals are intended to encompass leading journals in each discipline. Generally, these include well recognized journals that consistently publish quality work. For purposes of the summer research grant, a “Premiere” journal is defined as meeting one of the following criteria:

- Any journal rated AJG 3 in the most recent Academic Journal Guide of the Association of Business Schools (<https://charteredabs.org/>).
- Any journal with an A rating on the most recent Australian Business Dean’s Council Journal Quality List (<https://abdc.edu.au/research/abdc-journal-quality-list/>).
- Any journal listed as Quartile 1 (Q1) in the Scimago Journal & Country Rank (<https://www.scimagojr.com>).
- Publications listed in the current Washington & Lee University law journal database with a combined score of 16 or higher (<https://managementtools4.wlu.edu/lawjournals>).
- Publications with a combined score in the top 10% of their “subject” in the Washington & Lee University law journal database (e.g., as of this writing, Economics Law has 42 journals, the top 4 would qualify).

Enhanced (up to \$1,000 to each author with a maximum of \$2,000 per article)

Enhanced journals are intended to quantify the highly regarded, high quality journals not captured above. For purposes of the summer research grant, an “Enhanced” journal is defined as meeting one of the following criteria:

- Any journal rated AJG 1 or 2 in the most recent Academic Journal Guide of the Association of Business Schools (<https://charteredabs.org/>).
- Any journal with a B or C rating on the most recent Australian Business Dean’s Council Journal Quality List (<https://abdc.edu.au/research/abdc-journal-quality-list/>).
- Any journal listed as Quartile 2 (Q2) in the Scimago Journal & Country Rank (<https://www.scimagojr.com>).
- Publications listed in the current Washington & Lee University law journal database with a Combined Score 1.0 or higher (<https://managementtools4.wlu.edu/lawjournals>).

Regular (\$750 maximum per article)

Regular journals are intended to reflect all legitimate, peer-reviewed journal publications not identified above. For purposes of the summer research grant, a “Regular” journal is defined as a publication that is peer reviewed with no greater than a 50% acceptance rate and externally reviewed or published by an ABA accredited law school.

Conference proceedings, where the majority of the presentations at a conference are contained as papers, shall not count.

Above categories are summarized below.

Criteria	Outstanding	Premiere	Enhanced	Regular
AJG	4	3	1 or 2	n/a
ABDC	A*	A	B or C	n/a
Financial Times 50	Current year	n/a	n/a	n/a
Washington & Lee University Law Journal Database	Combined score of 50+	Combined score of 16+ OR top 10% of subject	Combined score of 1.0+	n/a
Scimago Journal and Country Rank	n/a	Q1	Q2	n/a
Journal Acceptance Rate	n/a	n/a	n/a	No greater than 50%

These guidelines do not replace, alter, or otherwise influence research requirements in department bylaws (guidelines) for Reappointment, Promotion, or Tenure.

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. The paper must be published in a journal with an acceptance rate no greater than 50%.
4. 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 for which category they are applying 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. The COB Faculty Scholarship Awards Committee selects recipients.
5. Award: Plaque and \$500 (money may be split between MSU co-authors)
6. *Deadline for submission is February 3, 2025 to JeffSJones@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. The paper must be published in a journal with an acceptance rate no greater than 50%.
4. 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. The COB Faculty Scholarship Awards Committee selects recipients. 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 3, 2025 to JeffSJones@MissouriState.edu.*

Guidelines for COB Outstanding Faculty Award

The COB Outstanding Faculty Award is selected by the Dean with input from 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 2025.
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 greatly contributed to business student success.

Process

1. The Dean will contact the COB Student Leadership Council by February 3.
2. The COB Student Leadership Council will provide feedback to the Dean regarding a faculty member who has greatly contributed to business student success.
3. The faculty member will be recognized at the Spring All-COB meeting.
4. Award: Plaque and \$500

Guidelines for COB Outstanding Faculty/Staff Student Organization Advisor Award

The COB Outstanding Faculty/Staff Student Organization Advisor Award is selected by the Dean with input from 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 or staff member in the College of Business.
2. Nominee must have been employed as a full-time faculty or staff member in COB for a minimum of four years as of May 2025.
3. Nominee must have been a student organization advisor for a minimum of two years as of May 2025.
4. Nominee cannot receive the award more than once every four years.

Criteria for Selection

1. The award should be presented to a faculty or staff student organization advisor who has gone above and beyond to ensure their student organization excels in areas such as programming, events, professional development, competitions, trips/tours, etc.

Process

1. The Dean will invite nominations from the COB Student Leadership Council and College Leadership Team (CLT) by February 3.
2. The COB Student Leadership Council will review all nominations and share their input with the Dean.
3. The Dean selects the award recipient(s).
4. The faculty or staff student organization advisor will be recognized at the Spring All-COB meeting.
5. 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 tirelessly give 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 tirelessly gives 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 3, 2025 to 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. Students, staff, faculty, or administrators may submit nominations. 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), the Director of the Business Advisement Center, the Coordinator of Graduate Programs Office, a faculty member, a student, and the past Academic Advisor Award winner.
4. The recipient will be recognized at the Spring All-COB meeting.
5. Award: Plaque and \$500
6. *Deadline for nominations is February 3, 2025 to JeffSJones@MissouriState.edu.*