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To: All HCC Employees

From: Carol Allen, Director for the Library

Subject: Recognition of Scholarly and Creative Publications/Performances by HCC Employees

Date: April 14, 2017

I am pleased to invite you to nominate your published or performed scholarly or creative work for recognition. *All employees (faculty, staff, and administrators whether full-time or part-time) are eligible to nominate their publications. **The deadline is May 12, 2017.***

Purpose: To recognize and celebrate HCC faculty, staff, and administrators (full-time or part-time) who have published original, substantial scholarly or creative work or achieved comparable output in the visual and performing arts within the preceding twelve months (i.e. May 1, 2016-Apr. 30, 2017), and to acquire a copy of the published work for the Library (whenever feasible).

Sponsor: Cosponsored by the Library and the Vice President for Academic Affairs.

Description: Works and their authors/creators will be recognized publicly. The published work will be acquired by the Library and added to the HCC Employee Publications Collection in the Library (when feasible). The employee's name and date of recognition will be added to the perpetual plaques in the Library and in the Chesapeake Center Board Room.

Eligible publications/creative work: See attached description.

Publication Dates: Nominated work must have been published or performed between May 1, 2016 and April 30, 2017 with one area of exception. The Library, the Vice President for Academic Affairs, and the Scholarly and Creative Recognition Committee have revised the criteria to include certain types of articles and/or creative works that are published in widely-circulated professional or literary publications (see the details in the attached description of the Criteria and Guidelines). If you have published works that meet this new category anytime since 2000, I encourage you to submit a nomination for that work.

Nomination process: Please use the attached form to nominate your publication(s) for consideration.

Nominations are due to the Library by May 12, 2017. Nominations should be sent by e-mail to CaAllen@harford.edu. The completed nomination form should be attached as a Word, PDF, or rich text document (preferably Word). Note that you are asked to state explicitly how the nominated work meets the criteria.

Review process: Nominations will be reviewed by the Committee on Recognition of Scholarly/Creative Publications and Performances by HCC Employees (Carol Allen, Janice Avery, Susan Fletcher, Floyd Grimm, Brad Keene, Cynthia Lewis, Theresa Libershal, Jim McFarland, Susan Muaddi-Darraj, Lorraine Peniston and Sharon Stowers).

Please contact me or any member of the committee if you have questions.

Recognition of Scholarly & Creative Publications/Performances by HCC Employees Criteria & Guidelines – FY17

The purpose of this program is to recognize original, substantial scholarly or creative work done by HCC employees, which makes a contribution to a discipline and is published or performed in a peer-reviewed venue or in a widely circulated professional publication. The goal is to celebrate accomplishments and, when possible, to acquire a copy of the work for the HCC Library. This recognition program is independent of any tenure/promotion-seeking processes at the College. Note that the work must have already been published (i.e., appeared in print or digital version) or performed to be eligible (not merely accepted for publication/performance) **between May 1, 2016 and April 30, 2017.***

Examples of eligible scholarly or creative work:

- Scholarly books authored or edited;
- Scholarly articles published in a peer-reviewed journal;
- Articles or essays that make a contribution to a discipline or profession and are published in a widely-circulated professional publication (examples include *Chronical of Higher Education, NISOD Innovations Abstracts, Diverse Issues in Higher Education, Community College Journal, Math Horizons, Higher Education Advocate, Perspectives in History, Teaching Music Magazine, Tech Directions, College and Research Libraries News*).
- Creative works published (novel, poetry, etc.);
- Textbooks, lab manuals and/or other published supplemental instructional materials;
- Chapter in a book;
- Short story, poem, article or other creative fiction or non-fiction, substantial book/performance review, or dramatic work published in a peer-reviewed journal, other peer-reviewed publication or widely-circulated professional publication or prestigious literary publication (examples include *The New Yorker, Poetry Magazine, The Atlantic, The Antioch Review, Barrelhouse, The Georgia Review, Virginia Quarterly, Camera Obscura*);
- Published conference proceeding (provided there is a peer-review process to accept the paper for conference presentation and the full paper is published);
- Patented invention;
- Published data set;
- Published curriculum, diagnostic instrument, or software (provided that authorship is evident and that there is evidence of peer review, comparable to other scholarly work, **or** in the case of curriculum or diagnostic instrument, that it is published and adopted at a state, regional, or national level,)
- Comparable (i.e., original, substantial, peer-reviewed, etc.) work in the visual and performing arts disciplines including but not limited to:
 - commissioned artwork;
 - display of work in a juried or invitational art exhibit;
 - illustrations or images in a published work;
 - editing a published exhibit catalog;
 - published or commissioned musical score or sound recording;
 - invited curation of an exhibit (at a gallery or museum outside HCC);

- published or peer/client-reviewed media including but not limited to online, broadcast, cable and satellite content;
- musical/theatrical performances with a professional company (note that community or educational theatre/musical performances are excluded) in cases in which the performer was invited and/or auditioned.
- screening of a film you directed or wrote in an invited or juried film festival
- Digital publications will be considered provided there is a peer-review mechanism and the publication meets the other relevant criteria.
- Co-authored and/or co-edited works are eligible.

Examples of ineligible work:

- Paper given at a conference but not published;
- Published abstracts of conference proceedings;
- Self-published work in any format (i.e., a vanity press publication, personal website);
- Brief encyclopedia entries or annotations;
- Publication of an article, story, poem or other work in an “in-house” publication such as a campus newspaper, student literary journal, or departmental newsletter.
- Exhibits, performances, or other scholarly or creative work where the publishing, display or performance setting is “in-house” (i.e., part of HCC).
- Letters to the editor.

*** NOTE: For FY17, the committee will accept nominated works published in widely-circulated publications (a new criteria added this year) from 2000- April 2017. In previous years, such works were not eligible, so we are extending the dates of publication to include the entire interval for which other works have been recognized.**