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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 13, 2016

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 13, 2016.**

**Purpose:** To recognize and celebrate HCC faculty, staff, and administrators (full-time or part-time) who have published scholarly or creative work or achieved comparable, peer-reviewed output in the visual and performing arts within the preceding twelve months (i.e. May 1, 2015-Apr. 30, 2016), 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 at Convocation. The published work will be acquired by the Library and added to the HCC Employee Publications Collection in the Library Special Collections Room (when feasible).

**Eligible publications/creative work:** See attached description.

**Publication Dates:** Nominated work must have been published or performed between May 1, 2014 and April 30, 2015.

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

**Nominations are due to the Library by May 13, 2016.** Nominations should be sent by e-mail to [CaAllen@harford.edu](mailto:CaAllen@harford.edu). The completed nomination form should be attached as a Word, PDF, or rich text document (preferably Word). **Note that you are ask 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, Andrew Kellett, Cynthia Lewis, Theresa Libershal, Jim McFarland, Susan Muaddi-Darraj, and Lorraine Peniston).

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

## **Recognition of Scholarly & Creative Publications/Performances by HCC Employees Criteria & Guidelines – FY16**

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. The goal is to celebrate accomplishments and 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, 2015 and April 30, 2016.

### **Examples of eligible scholarly publications/creative work:**

- Scholarly books authored or edited;
- 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 non-fiction, substantial book/performance review, or dramatic work published in a peer-reviewed journal or other peer-reviewed publication;
- Published conference proceeding (provided there is a peer-review process 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, and 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.
- Opinion pieces or letters to the editor.