

# **Guidelines for Nominations for the Montana State University *Cox Faculty Award for Creative Scholarship and Teaching***

The following guidelines apply to the nomination and selection process for identifying recipients of the Cox Faculty Awards for Creative Scholarship and Teaching:

1. Any Montana State University - Bozeman faculty member or academic administrator may nominate a faculty member for this award; a faculty member may not nominate himself/herself.
2. The nomination shall be grounded on a substantial record of scholarship and teaching. Typically, the nominee will be someone who has attained the rank of Associate or Full Professor.
3. The nomination shall be based on the faculty member's demonstrable union of superior research with excellence in upper division/graduate instruction. *This stipulation intends to exclude nominees whose teaching has been confined to lower division classes, but it does not mean that nominees who have taught lower division classes are thereby excluded.*
4. The potential recipient of the Cox Award shall have no role in the nominating process. The university community shall literally bestow the Cox Award as its recognition of the nominee's professional gifts and achievements.
5. Nomination materials should include a cover letter and a current vita.





**MONTANA  
STATE UNIVERSITY**  
**FOUNDATION**

## MEMORANDUM

**DATE:** February 4, 2009  
**TO:** Deans and Department Heads  
**FROM:** Connie K. Carmack  
President & CEO  
**RE:** Cox Awards

Nominations to recognize faculty who best combine excellence in teaching with research and creative activities should be forwarded to the Provost for consideration as candidates for the *Cox Family Fund for Excellence Faculty Award for Creative Scholarship and Teaching*. Guidelines for nominations are attached.

The Cox Award includes a plaque, a monetary stipend, and credit to select materials for the Renne Library.

A distribution of 1/3 of the annual earnings from The Winston and Helen Cox Endowment held by the Montana Community Foundation is used to recognize outstanding faculty and provide resource materials to the Renne Library in accordance with the general guidelines of the Declaration of Gift which established the endowment.

Nominations should be received by Dr. David Dooley, Provost & Vice President for Academic Affairs, no later than March 27, 2009. The recipient(s) will be recognized during the main Commencement ceremony.

CKC:bls  
Attachment

c: Dr. David Dooley, Provost & Vice President for Academic Affairs