

February 2011

DEANS, CHAIRS, PRINCIPAL INVESTIGATORS AND MEMBERS OF THE UCLA COMMUNITY

I am pleased to invite all faculty to submit nominations for the *Chancellor's Award for Postdoctoral Research*. This award will provide a prize of \$4,000 each to especially accomplished UCLA postdoctoral scholars recognized for their outstanding research. The prize was established in 1998 to acknowledge the remarkable contributions and integral role of our postdoctoral scholars in the research mission of the University.

Procedures for nominating a postdoctoral scholar for this prize are outlined below. All faculty are encouraged to participate in the nominating process. A dossier comprised of a nominating cover letter from the faculty mentor; approval by the chair; the postdoctoral scholar's curriculum vitae and personal statement; up to two (2) supporting letters of recommendation; and, additional explanatory materials are required for nomination.

As discussed in the following guidelines, chairs and unit directors are encouraged to establish a point person(s) in each department to ensure that no more than two nominations are submitted to the final selection committee. Large departments that have compelling reasons for submitting more than two nominations may contact the Graduate Division to discuss additional nominations. Please note that the deadline for departments to submit nomination materials is **Monday, March 28, 2011**.

All nominees, including the recipients of the *Chancellor's Award for Postdoctoral Research*, will be notified in April and all will be honored at the postdoctoral scholars reception planned for May 12, 2011. This event will bring together postdoctoral scholars and faculty research mentors from a variety of academic areas to honor the contributions of our postdoctoral researchers. Details about this event will be provided to faculty and postdoctoral scholars under separate cover. I encourage you to distribute copies of this letter to all postdoctoral scholars in your area.

If you have any questions about the nominating process please contact April de Stefano in the Office of Postdoctoral and Visiting Scholar Services at [adestefano@gdnet.ucla.edu](mailto:adestefano@gdnet.ucla.edu).

Sincerely,

**Michael S. Goldstein**  
Interim Vice Provost, Graduate Studies  
Interim Dean, Graduate Division

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## **CHANCELLOR'S AWARD FOR POSTDOCTORAL RESEARCH**

### **Awarded for outstanding research accomplishment as a UCLA postdoctoral scholar**

In recognition of the important contributions that postdoctoral scholars make to the research mission of UCLA, the Chancellor will annually award a prize for excellence in research to especially accomplished UCLA postdoctoral scholars.

### **ELIGIBILITY**

To be eligible for the *Chancellor's Award for Postdoctoral Research*, an individual must be:

- a UCLA postdoctoral scholar, appointed through the Graduate Division in accordance with University policy, for at least 9 consecutive months during the 2010-2011 academic year (7/10 – 6/11) and
- present to receive the prize in person at the UCLA Postdoctoral Scholars Reception scheduled for **May 12, 2011**.

### **CRITERIA FOR EXCELLENCE**

Nominations should be made and award recipients selected based on the following criterion:

*"The Chancellor's Award for Postdoctoral Research honors outstanding research accomplishment by a UCLA postdoctoral scholar."*

Factors demonstrating research accomplishment include, but are not limited to:

- innovation/creativity of scholarship;
- candidate's productivity (including quality) as demonstrated by work completed as a UCLA postdoctoral scholar, including publications, presentations, products, awards, etc.; and
- significance of work to field and/or society.

### **NOMINATION PROCESS**

Dean's Offices, departments, and research units are asked to publicize and encourage nominations.

A postdoctoral scholar must be nominated by her or his faculty mentor(s). Nomination materials should be submitted in accordance with the procedures outlined below. (Before collecting materials, the faculty mentor must confirm the nominee's eligibility by visiting the Graduate Division's website at <http://www.gdnet.ucla.edu/gss/postdocdir/>, or by contacting the coordinator of postdoctoral appointments at 310-825-4247.)

## **MATERIALS SUBMITTED AS PART OF THE NOMINATION**

The collection and transmittal of materials in support of the nomination for the *Chancellor's Award for Postdoctoral Research* is the responsibility of the faculty mentor(s). Academic units should establish a central point person or persons to coordinate the assembly of nomination dossiers. The department chair will create a pre-screening process to ensure that each department submits no more than two (2) nominations. Large departments that have compelling reasons for submitting more than two nominations may be granted an exception. Please contact Associate Dean M. Belinda Tucker in the Graduate Division to discuss additional nominations.

The dossier submitted in support of the nomination of a postdoctoral scholar should consist of the full complement of materials listed below:

- Cover letter from the Faculty Mentor(s): This letter should describe as concretely as possible what makes the research accomplishments of the postdoctoral scholar distinguished as opposed to good or merely adequate.

The mentor should:

- state the nominee's total time as a postdoctoral scholar at UCLA and elsewhere
  - mention the number of postdoctoral scholars supervised now and in the past
  - rank the nominee based upon others supervised
  - generally assess the quality of the work accomplished as a UCLA postdoctoral scholar
  - consider the letter a guide to all other evidence submitted in conjunction with the nomination. Most importantly, the letter should avoid generalities and should instead focus on an informed analysis of the documentation supporting the case for the distinction of the postdoctoral scholar's research accomplishments.
- Chair's Approval: Nominations must include Chair's approval in writing. A signature line on the PI's cover letter is acceptable.
  - Abstract: An abstract of no more than 200 words of research accomplishments must accompany the dossier for inclusion in the printed program to be distributed at the Postdoctoral Scholars Reception.
  - Personal statement from the nominated postdoctoral scholar: Please limit to no more than two (2) pages.
  - Curriculum vitae of the postdoctoral scholar: A copy of the postdoctoral scholar's fully developed vita is required to clarify the history of the postdoctoral scholar's research appointments and accomplishments. Where relevant, items that relate directly to accomplishments while a postdoctoral scholar at UCLA should be noted.
  - Explanatory Materials. Other representative examples should clearly identify work done as a UCLA postdoctoral scholar and be limited to no more than three (3) publications, manuscripts, or articles, in press, that emphasize the nominee's personal involvement.
  - Additional letters: Letters solicited on behalf of the nominee are encouraged, but are limited to two (2) letters in addition to the primary nominator's cover letter. Letters should be

addressed to the *Chancellor's Award for Postdoctoral Research Selection Committee* but should be routed to the primary nominator preparing the nomination dossier.

### **NOMINATION TIMELINE:**

- February: nominators should submit the dossiers to their department chair for pre-screening.
- March: department chairs will pre-screen their dossiers to ensure the submission of no more than two (2) nominations (unless the department has been granted an exception to submit more than two nominations.)
- ***Monday, March 28, 2011, completed original dossier marked 'confidential' should be received by:***

Chancellor's Award for Postdoctoral Research Selection Committee  
C/o Vice Provost Michael Goldstein  
1237 Murphy Hall  
Mailcode 141901

Please submit dossiers in a neat and well-organized format.

### **SELECTION PROCESS**

For the initial selection process, the following individuals will be invited to serve as the selection committee for the *Chancellor's Award for Postdoctoral Research*: the Dean of the Graduate Division; the Vice Chancellor for Research; the Vice Chancellor for Medical Sciences; the Executive Dean of the UCLA College; the Dean of the Henry Samueli School of Engineering and Applied Science; the Chair of the Graduate Council of the Academic Senate; and the Chair of the Council of Professional School Deans, each of whom may choose a designee if necessary. Depending upon the number of nominees and their disciplinary areas, the selection committee may be expanded. All nominees will be acknowledged and the recipients of the prize will be announced at a campus-wide ceremony featuring Chancellor Block on May 12, 2011 to honor the significant contributions of postdoctoral fellows to the University community and its research mission.

### **AWARD AMOUNT**

Awardees of the *Chancellor's Award for Postdoctoral Research* receive \$4,000 each.