Lehigh University Annual Dissertation Awards

There are two university-related dissertation awards that are awarded annually, the Elizabeth V. Stout Dissertation Award and the Council of Graduate Schools/ University Microfilms International Distinguished Dissertation Award. This document discusses each award and presents all relevant information on which dissertations are eligible, how they are nominated and how recipients are selected. While it incorporates all university requirements and processes, it focuses specifically on how dissertations completed in academic programs in the College of Education may be nominated and selected for these awards.

Elizabeth V. Stout Dissertation Award

One Stout Dissertation Award may be awarded in each of the four colleges each year to recognize significant scholarly achievement in a dissertation project. Stout Dissertation Awards are university-level awards, selected by the colleges. Recipients receive an honorarium, a citation, and recognition at the doctoral hooding ceremony.

Eligibility

In order to be eligible, a dissertation must be completed *after* the last day of classes of the previous year and *before* the last day of classes of the current year. For example, for consideration for the 2013 Stout Award, a dissertation must have been completed after April 27, 2012 (last day of classes, spring 2012) and before April 27, 2013 (last day of classes, spring 2013). If all committee-required revisions have not been completed and approved *and* all necessary graduation paperwork submitted prior to the last day of spring classes, a dissertation is not eligible.

Nomination Process

In January of each year, all COE program directors will be notified by email that nominations for the Stout Award for the college will be due no later than the last day of classes in the spring semester. This email will include this document as an attachment.

Each of the six academic programs in the COE may nominate *one* dissertation for the award. If, in any given year, a program does not have an eligible dissertation or feels no completed dissertation is worthy of consideration that year, that program may decline to submit a nomination and will inform the associate dean that they will not be submitting a nomination.

COE academic programs may develop their own procedures for selecting this single nominee but they must ensure that all eligible dissertations receive due consideration at the program level.

Prior to nomination, each program must confirm that the author of the dissertation to be nominated (the "nominee") is willing to have his/her dissertation nominated and agrees to prepare the required nomination packet (see next section).

In cases of interdisciplinary doctoral dissertations, the relevant COE academic program(s) should work with all academic programs involved to promote the nomination of a worthy dissertation, whether the involved academic programs are all in the COE or are located in different colleges. When more than one college is involved, the nomination must come from college in which the author of the dissertation is enrolled.

Nomination Packet

The nominee prepares a narrative synopsis of the dissertation, not to exceed 10 pages, double–spaced using 10– or 12–point type with at least 1" margins on all four sides.

Appendices that contain non–textual material (for example, charts, tables, maps, illustrations, and the like) may be attached after the synopsis. Each item must be numbered and include the name of the nominee.

The nomination packet must include three letters of reference that evaluate the scholarly significance and quality of the dissertation. One of these three letters must be from the nominee's dissertation supervisor, one letter must be from another member of the nominee's dissertation committee, and the final letter may be from any other person the nominee's chooses.

Submission Process

At or before 5:00 pm on the last day of classes in the spring, the program director forwards the nomination packet to the COE associate dean with a cover letter, addressed to the selection committee, in which the program director endorses the nomination on behalf of the COE academic program. The full nomination packet, which now includes this cover letter, should be submitted electronically as a PDF.

As noted above, if a COE academic program does not choose to submit a nomination, its program director should notify the associate dean of this fact no later than 5:00 pm on the last day of spring classes.

Only complete nomination packets submitted by the deadline will be considered.

Selection Process

All nominations are considered by an award selection committee consisting of four members. Three of these members are voting members chosen in rotation to assure equal representation across academic programs over a six-year cycle (see Appendix A). The fourth member is the COE associate dean who serves as chair, coordinating committee logistics and facilitating its deliberations, but who is not a voting member.

The committee chair distributes the PDF nomination packets to the committee electronically and provides a copy of the evaluation instrument (see Appendix B). Each

committee members is asked to use the evaluation instrument to rank the nominations before the selection committee meets.

The chair schedules a meeting to discuss these ranking and to come to consensus on a *single* college nomination for the Stout Dissertation Award to submit to the COE dean at least two weeks prior to the May commencement date. The COE dean endorses the committee's selection and forwards to the Provost's Office the name of the person selected to receive the Stout Dissertation Award for the COE. The dean then sends congratulatory emails to the recipient, as well as nominees who were not selected, and the dean publicly announces which individual will receive the award.

The Provost's Office administers the Stout Awards, as selected by the four colleges.

Council of Graduate Schools/UMI Distinguished Dissertation Awards

Each year the university nominates outstanding dissertations for consideration for the Council of Graduate Schools/University Microfilms International Distinguished Dissertation Awards (CGS/UMI awards) in an appropriate discipline, based on the CGS schedule for recognition in specific discipline areas. CGS follows a two–year cycle in four discipline areas, recognizing two discipline areas per year.

In odd–numbered years, one award is presented in *Humanities and Fine Arts (including history and literature)*, and one award is presented in the *Biological and Life Sciences.* In even–numbered years, one award is presented in the *Social Sciences (including Education),* and one award is presented in *Mathematics, Physical Sciences, and Engineering.*

Eligibility

In order to be eligible for the CGS/UMI award, a dissertation must be associated with a doctoral degree granted in the 20–month period preceding the last day of classes in the spring semester. For example, for consideration for the 2014 CGS Award, the doctoral degree would have to have been awarded *after* May 2012 or be scheduled *to be awarded* at commencement in May 2014. This includes dissertations successfully defended with degrees conferred in fall 2012, spring 2013, fall 2013 and spring 2014. If all aspects of a doctoral degree have not been completed prior to the last day of spring classes and all necessary graduation paperwork submitted, a dissertation is not eligible.

Nomination Process

In January of even-numbered years, the email call for program nominations for the Stout Award will also note that nominations for the CGS/UMI award are due in the same timeframe (no later than the last day of classes in the spring semester). As noted earlier, that email will include this document as an attachment.

Each of the six academic programs in the COE may choose to nominate the same person the program nominates for the Stout Award, or that program may choose to nominate a

second *single* dissertation for the CGS/UMI award. The major reasons for a program's choosing to nominate a dissertation other than the one they choose to nominate for the Stout Award would likely be that the CGS/UMI award's broader eligibility allows a program to nominate a dissertation that either (1) would be ineligible for the present year's Stout Award or (2) was stronger than the program's nominee for that Stout Award.

If, in any given year, a program does not have an eligible dissertation or feels no completed dissertation is worthy of being considered for selection as the university's one CGS/UMI award nominee that year, a program may decline to submit a CGS/UMI award nomination and will inform the associate dean that they will not be submitting a nomination.

COE academic programs may develop their own procedures for selecting their single CGS/UMI award nominee but they must ensure that all eligible dissertations receive due consideration at the program level.

As noted earlier, prior to nomination, each program must confirm that the nominee is willing to have his/her dissertation nominated and agrees to prepare the required nomination packet (see next section).

In cases of interdisciplinary doctoral dissertations, the relevant COE academic program(s) should work with all academic programs involved to promote the nomination of a worthy dissertation, whether the involved academic programs are all in the COE or are located in different colleges. When more than one college is involved, the nomination must come from college in which the nominee is enrolled.

Nomination Packet

The nomination packet is identical to the packet described under the Stout Dissertation Award. That is,

- The nominee prepares a narrative synopsis of the dissertation, not to exceed 10 pages, double–spaced using 10– or 12–point type with at least 1" margins on all four sides.

- Appendices that contain non–textual material (for example, charts, tables, maps, illustrations, and the like) may be attached after the synopsis. Each item must be numbered and include the name of the nominee.

- The nomination packet must include three letters of reference that evaluate the scholarly significance and quality of the dissertation. One of these three letters must be from the nominee's dissertation supervisor, one letter must be from another member of the nominee's dissertation committee, and the final letter may be from any other person the nominee's chooses.

Submission Process

At or before 5:00 pm on the last day of classes in the spring, the program director forwards the nomination packet to the COE associate dean with a cover letter, addressed to the selection committee, in which the program director endorses the nomination on behalf of the COE academic program. The full nomination packet, which now includes this cover letter, should be submitted electronically as a PDF.

If a COE academic program is submitting separate nominations for the CGS/UMI Distinguished Dissertation Award and the Stout Dissertation Award, those packets must be self-contained PDFs, including separate cover letters. They must not be a single combined PDF file with a single cover letter.

As noted above, if a COE academic program does not choose to submit a nomination for the CGS/UMI award, its program director should notify the associate dean of this fact no later than 5:00 pm on the last day of spring classes.

Only complete nomination packets submitted by the deadline will be considered.

Selection Process

In even-numbered years, the same four-person selection committee (described above under the Stout Dissertation Award) selects the college's single nominee for the CGS Dissertation Award.

If academic programs submitted *additional* nomination packets for the CGS/UMI Distinguished Dissertation Award, the chair will have distributed those packets with the Stout Award nomination packets and the committee will have followed the same deliberation process (see above) to arrive at a single college nomination for consideration for selection as the university's CGS/UMI award nominee and the committee chair will notify the dean of the nominee's name.

If no additional CGS/UMI award nomination packets were submitted, the recipient of the Stout Dissertation Award automatically becomes the college's nominee for the CGS/UMI Distinguished Dissertation Award and the chair so notifies the dean.

In either case, the dean's office sends the CGS/UMI award nomination packet for that individual to the Provost's Office at the same time as providing the name of the individual selected to receive the Stout Award for the college.

At the university level, if there is more than one dissertation nominated in a currently active CGS/UMI award discipline area, a committee designated by the Provost will select the single university nominee and the Provost's Office will forward each discipline-area nomination to CGS for inclusion in their recipient selection process.

APPENDIX A

Dissertation Award Selection Committee Program Representation Rotation

Each year's selection committee is to be made up of three members, each to come from one of our six academic programs and no two to come from the same academic program. The committee is to be chaired by the associate dean, who is to coordinate committee logistics and to facilitate its deliberations, but who is not a voting member.

YEAR	Member 1 Program	Member 2 Program	Member 3 Program
2012	CIE	TLT	SchPsych
2013	CPsych	SpEd	CIE
2014	EdL	SchPsych	SpEd
2015	SchPsych	EdL	CPsych
2016	SpEd	CPsych	TLT
2017	TLT	CIE	EdL
2018	CIE	TLT	SchPsych
2019	CPsych	SpEd	CIE
2020	EdL	SchPsych	SpEd
2021	SchPsych	EdL	CPsych
2022	SpEd	CPsych	TLT
2023	TLT	CIE	EdL
2024	CIE	TLT	SchPsych
2025	CPsych	SpEd	CIE
2026	EdL	SchPsych	SpEd
2027	SchPsych	EdL	CPsych
2028	SpEd	CPsych	TLT
2029	TLT	CIE	EdL

EXPLANATION FOR HOW THE ROTATION IS GENERATED:

Rotation is based on alphabetical position (CIE=1, CPsych=2, EdL=3, SchPsych=4, SpEd=5, TLT=6). Member 1 column is populated vertically (top to bottom) with 1-6 in ascending order and then repeats sequence. Member 2 column is populated vertically (top to bottom) with 6-1 in descending order and then repeats sequence. Member 3 column is populated vertically (top to bottom) in the following order: 4-1-5-2-6-3; it then repeats that sequence.

These column orderings result in every academic program participating equally (three times in 6 years) and no program having more than one member in any year. Through this 6-year cycle, the rotation distributes the responsibility equally across all 6 programs and creates varied combinations of program membership on the selection committee.

Dear <COE Program Director>,

We have reached the time of year when the college selects its nominee for receipt of the Lehigh Stout Dissertation Award for the COE <and the CGS/UMI Outstanding Dissertation Award in the Social Sciences>. The call for a single nomination with accompanying nomination packet from each of our six programs went out a little while back and those nominations and packets are due by 5:00 pm on April XX, 20xx.

A selection committee reviews the nomination packets and decides on one *college* Stout Award nominee to forward to the dean who then endorses that selection and sends it on to the provost's office. <In the case of the CGS/UMI award, the dean forwards our college nomination to the provost for consideration as Lehigh's single university nomination. In instances where there are no separate nominations for the CGI/UMI award, the dean forwards our Stout nomination as our college nomination for the CGS/UMI award.>

We employ a membership rotation for this selection committee. That rotation identifies the three programs to be represented each year on the selection committee, assuring no one program has more than one member on the committee at any one time and that all programs contribute members with equal frequency. Further, this rotation varies committee membership so the committee has differing blends of program representation.

This year, the three programs represented on the committee are XXX, YYY and ZZZ. As COE associate dean, I chair this committee, but I am not a voting member. The dean has asked me, as chair, to appoint the three program representative members from the appropriate programs.

I ask you, therefore, to identify a program representative to serve on this selection committee. Our goal would be to have your representative be someone who has sufficient dissertation experience to identify what might make a dissertation worthy of this $1000 university award <and consideration for being the single university nominee for the CGS/UMI award>. Having one's own former doctoral student be the program nominee does not disqualify a program representative from serving, although it would clearly be better to have as a program rep someone who might not find himself or herself in such a conflict of interest.

I ask that you secure an agreement to serve from your program representative and email me his or her name as soon as possible.

<The dean's executive assistant> will need to set up a single committee meeting, likely either sometime on XXXX or YYYY. That meeting will probably run no more than 1 hour (and probably half that, if previous selection meetings may be used as a basis for prediction).

As soon as we receive nomination/submission packets (but no later than XXXX, 20xx), we will email them to your program representative as attachments.

Based on responses from the six academic programs in the college, it appears the selection committee might receive as many as X nomination packets <(X for the Stout Award and X additional for the CGS/UMI award)>. As the attached guidelines show, each submitted packet is limited to 10 pages of synopsis/abstract, appendices of non-textual materials, three recommendation letters and a cover letter from the program director.

Prior service on the selection committee suggests that reviewing a single packet takes between 20 and 30 minutes, so your representative might be looking at as much as X hours of reading prior to the meeting, making this commitment --including the selection meeting-- likely to constitute a total of X to Y hours.

Please let me know if you have any questions or there is anything else I can tell you.

Thanks in advance for your quick response.

<Associate Dean>

DISSERTATION AWARD EVALUATION RUBRIC

Award (Check 1 or both): ☐ Stout   ☐ CGS/UMI

YOUR RANKING

Dissertation Title:	
Nominee Name:	
Nominating COE Program:	

CRITERION	EXCELLENT	VERY GOOD	GOOD
Potential impact of dissertation study on the field	Dissertation appears highly likely to have major impact on the field, changing theory and/or practice. Letters of recommendation very supportive, endorsing work and confirming or documenting its impact.	Dissertation appears likely to have some impact on the field, influencing theory and/or practice. Letters of recommendation were supportive, endorsing work and confirming or documenting some impact.	Dissertation appears less likely to have impact on the field, changing theory and/or practice. Letters of recommendation were less supportive in endorsing work and/or confirming or documenting impact.
Quality of research methodology employed	Study employed rigorous and sophisticated methodology that was well matched to problem under study. Letters of recommendation very supportive, clearly confirming or documenting rigor.	Study employed somewhat rigorous and sophisticated methodology and that methodology was fairly well matched to problem under study. Letters of recommendation were supportive, confirming or documenting rigor to a lesser degree.	Study employed less rigorous and sophisticated methodology and/or methodology was less well matched to problem under study. Letters of recommendation addressed rigor of work to a much lesser extent.
Quality of abstract: Completeness	Abstract provides excellent condensation of relevant literature and a detailed summary of what was done and found.	Abstract provides good condensation of relevant literature and a fairly detailed summary of what was done and found.	Abstract provides less effective condensation of relevant literature and less detailed summary of what was done and found.
Quality of abstract: Logic	Abstract does an excellent job of connecting the need for the study, methods, findings, conclusions or interpretations, and recommendations. Logical connections among elements of dissertation are clear.	Abstract does a very good job of connecting the need for the study, methods, findings and conclusions or interpretations, and recommendations. Logical connections among elements of dissertation are generally clear.	Abstract does less well at connecting the need for the study, methods, findings, conclusions or interpretations, and recommendations. Logical connections among elements of dissertation less clear.
Quality of abstract: Clarity and Expression.	Abstract is very well written and easy to follow and understand.	Abstract is well written and generally easy to follow and understand.	Abstract is less well written and not always easy to follow or understand.

GENERAL COMMENTS: