



Principal's Research Day Awards: Faculty of Social Sciences
Codes and Practices
Revised April 2015

Award Categories

1. Best Research Publications (3 awards)

- 1 award for books (including edited collections); 2 awards for articles (including book chapters);
- Where no book award is made, 3 awards for articles may be given

2. Most Outstanding Researchers/Research Activities (3 awards)

3. Research Project Attracting the Most Research Funds

4. Research Project with the Greatest Business/Economic/Development Impact

Evaluation Criteria

No matter how many submissions are received in any category in any year, there shall be no requirement that an award be made. Awards are based on merit not competitiveness.

Research work shall be assessed on the following criteria and shall be ranked thus:

• **Originality (40 points)**

Originality of contribution to knowledge with an emphasis on the paper's innovativeness in one or more of the following areas: (i) theoretical development, (ii) empirical results or, (iii) policy development

• **Quality of Argument (30 points)**

Quality of argument incorporating: (i) critical analysis of concepts, theories and findings, and (ii) consistency and coherency of debate

• **Positioning and Relevance (20 points)**

Clear positioning of paper in existing literature with highlighting contribution, relevance and potential

• **Quality of Writing (10 points)**

Quality of writing style in terms of accuracy, clarity, readability, and organisation of the paper

The following will be considered for specific award categories:

Best Research Publications (3 awards):

- The quality of the research output

Most Outstanding Researchers/Research Activities (3 awards):

- The quality and quantity of research output
- All publications and reports completed during the year must be submitted for consideration.

Research Project with the Greatest Business/Economic/Development Impact:

- A statement outlining the impact must be submitted to the Committee for consideration.
- The Committee shall make its evaluation as it considers best.
- The Committee may require third party validation of the impact where deemed necessary.

Research Project Attracting the Most Research Funds:

- The total funds received during the relevant academic year
- Consideration shall only be given to those funds received by UWI
- Project must have a significant research component
- Funding received must be at least US\$20,000.

Eligibility

- The aim in every year is to ensure that the best work is rewarded save that the members of the Committee may not have their work considered and no individual may win an award on more than three Research Days in succession; there are, however, no limits to the total number of times that an individual may win an award. Department, Centre, Unit or other Institution within the Faculty may be considered for awards.
- Awards may be made to any person, not serving on the Committee, who had a contract of or for service within the Faculty during the relevant academic year or any part thereof. With respect to all awards, an FSS student in good standing shall be treated as a person with a contract to provide services within the Faculty.
- Individuals and projects may win in more than one category in a given year but a project may, over its lifetime, only win once in each category.
- Where a project is submitted for an award, the project leader/co-leader must have had a contract to provide services within the Faculty during the relevant academic year or any part thereof.
- Submissions shall be considered whether they fall within the scope of the current social sciences disciplines or not. The Committee shall refer items to experts from the relevant discipline where deemed necessary.
- Submitted works must have actually appeared in a published format and projects must have been in operation at a point in time between August 1 and July 31 of the relevant academic year. For online publications the first date it was made available online should also be in this period. Works may not be submitted twice based on online and paper-based publication dates.
- Items considered must have been submitted for inclusion in the relevant annual "Departmental Report".
- Where a submission is made jointly by a team, all members shall be presented with awards. Where the submission comes from a department, centre, unit or other institution, one award shall be given.
- Awards for joint publications with persons from outside the Faculty shall be considered only if a member of this Faculty is a principal author. Where the member of the Faculty is a secondary author, the work shall not be considered. The committee shall take steps to determine principal authorship if deemed necessary.

Submissions

- Submissions may be received by application, nomination or invitation. A deadline should be set for submissions, with no extensions, following which, the Committee may select from the Annual Departmental Reports.
- The Committee shall review the "Departmental Reports" and, based on the review, may invite submissions. Non-refereed and very short publications shall not normally be invited for submission. Heads of Departments and Directors are encouraged to play a proactive role in ensuring that the best cases are considered for awards.
- The Committee shall obtain a list of specially funded projects from the Mona Campus Bursary, the Office of Finance and Departments and Centres within the Faculty. Based on this list, the Committee shall verify the value of funds obtained by the University for each project submitted as the Project Attracting the Most Funds, and shall use the reports obtained as a basis to determine if any additional submissions, for this award, shall be invited.
- Submissions should include 2 copies of each article, book or report submitted, along with an electronic copy where available. In a given academic year, individuals may submit a maximum of 4 articles and 2 books for best publication awards.

Membership of the Committee

- Dean or the Dean's nominee shall select 7-9 members, who may include retirees and other external reviewers, whose names shall be noted at the October Faculty Board meeting.
- All winners are expected (but have no right) to serve on the Committee in the subsequent year, however this may be postponed for one or two years if they wish to make a submission.
- In selecting the Committee, an effort shall be made to achieve a balanced representation from the various departments and disciplines in the Faculty.
- Where a department or discipline does not have a winner from the previous year, the Dean, may nominate a representative who was not a winner in order to achieve a more balanced Committee.
- Where there is no one on the Committee who had previously served on such a Committee, the Dean may appoint an additional member who has previously served.
- The Committee may co-opt additional members or seek advice from inside or outside of the Faculty to aid with its decision-making.
- The Dean or the Dean's nominee shall convene the Committee and a Chair shall be selected.
- Where the Dean wishes to submit work for an award, the Deputy Dean shall take on the role of the Dean. Where the Deputy Dean also wishes to submit work, an Associate Dean or Head of Department, who does not plan to submit work, shall take on the role of the Dean.

Calendar and Timelines

- An annual calendar shall be established for the awards in consultation with the Principal's Office. There shall be a clear timeline set after which submissions shall not be accepted so as to ensure that there is no overlap between the period for accepting submissions and the period for judging.
- Time lines proposed are:
 - Internal Faculty Call for Submissions Mid-to-end August
 - FSS RD Awards Selection Committee constituted Early September
 - Annual Departmental Reports and Lists of all FSS projects that received special funding obtained September
 - First Committee meeting held September
 - List of nominees sent to the Principal's office October

Communication with Awardees and Presentation of Awards

- The Committee shall prepare the citation for each award nomination, which the Dean or Chair of the Committee shall use as the basis for his/her presentation at the awards ceremony.
- The Principal's Office shall notify award winners and provide invitations to the award ceremony.
- The deliberations of the Committee shall be confidential and no explanation for the decisions made shall be provided to anyone outside the Committee save that the Chair shall: 1) convey to the Principal, the Committee's nominations 2) provide to the Dean information for preparing a presentation for the awards ceremony outlining the procedure adopted and the merits of the winners and 3) inform a member of staff that a submission was not considered due to ineligibility for a specific award.

Dissemination of Research

- The Faculty website should include a page with links to publications and projects that have received awards. The Research Days award site would also include this information.
- Awardees will be encouraged to make presentations on their work at an annual seminar organized by the Faculty.

Approved by Faculty Board: May 5, and June 2, 2005, October 5, 2006, November 3, 2011; June 14, 2012
Revisions discussed by Faculty Board: April 2, 2015; Approved by Faculty Standing Committee: April 24, 2015.