

## **Robert C. Williams Award**

### **Purpose**

In memory of the life and service of Robert C. Williams, who was Academic Vice President and Dean of the College from 1985 to 1987, Muhlenberg College honors a junior member of the faculty each year for distinguished scholarship and research or public performance.

### **Due Date**

Applications are submitted in the spring semester, typically on the 3rd or 4th Friday in March. Faculty members should anticipate an e-mail announcement of the exact date from the Provost early in the spring semester.

### **Eligibility**

All junior tenure-track faculty are eligible. Faculty can apply for this award until and including the year in which they stand for tenure.

### **Application Process**

Send one electronic copy of your application and a current CV as a single PDF file to the current Faculty Development and Scholarship Committee chair ([rolandkushner@muhlenberg.edu](mailto:rolandkushner@muhlenberg.edu)). Your application should help FDSC understand the significance of your scholarly work.

Provide a 1-2 page narrative (11 pt. Font, single-spaced; with headings A, B, C, and D), including:

- A. Applicant name, department, and tenure-track years at Muhlenberg
- B. A list and description of scholarship (e.g., article, book chapter or book publication, presentation, performance, exhibit, etc.) completed since you have been at Muhlenberg,
- C. A description of your scholarship in progress, and
- D. Any additional information illustrating the significance and potential impact of your past and current work.

### **Award**

The award recipient will receive a \$500 stipend.

### **Selection**

1. Applications are reviewed by the Faculty Development and Scholarship Committee.
2. In evaluating the grant proposals, members of the Faculty Development and Scholarship Committee (FDSC) place the highest priority on the quality of the application submitted, and the perceived merits of each applicant's past and current scholarship or artistic/creative work.
3. The Committee submits a written recommendation concerning the application to the Provost, who makes the final decision.

### **Honors**

The winner is announced at Honors Convocation.

**Responsibilities**

There are no responsibilities, as this award is recognition for the work you have done and are currently doing.

**Guidelines for Applicants**

Applicants should appreciate that the process is competitive; one Williams award is made each year. While each applicant's background is different, here are factors and recommendations that will strengthen all proposals.

Applications are read carefully by FDSC, comprised of six faculty members from different disciplines. Your application is their sole source of information -- make sure it has all of the information and tools they need to give your proposal a strong review. Regardless of your academic discipline, your application must make sense to all of the committee members. Provide sufficient background information so that they can understand the nature and significance of your work.

Additional information that would support the case could include, for example, evidence of the relative quality, prestige, and/or competitiveness of the press, journal, or performance venue where it was presented; the significance of the work within the parameters of your discipline; the number and/or quality of reviews; or any other information that would help FDSC recognize your work as particularly distinguished.