

**MONTANA BUREAU OF MINES AND GEOLOGY
PROFESSIONAL PRACTICE FACULTY MERIT AWARD APPLICATION
COVER SHEET**

APPLICATION REQUIREMENTS - the Merit Award application must meet the following requirements or it will be declined without further action:

- All applicants will be nominated one of 3 ways:
 - a. Self
 - b. Colleague
 - c. Merit Award Committee (of previous year)

- Nominations shall be submitted by email to the Director by December 18, or the following business day and will include:
 - a. Name of nominator,
 - b. Name and title of nominee, and
 - c. A one sentence description of the specific meritorious activity of the applicant

- The Director will notify each nominee and invite an application for the Merit Award.

- Each application will comprise:
 - a. A five (5) page maximum narrative that addresses exceptional achievement in one key area (research/publication, service, or leadership) or excellence in two or three key areas (research/publication, service, or leadership). Provide evidence of excellent or exceptional achievement as described in Section II, Part A (research/publications), Part B (service) or Part C (leadership). No pages other than 8 1/2" by 11" and no font smaller than 12 point Times New Roman main text will be accepted.
 - b. A two (2) page Curriculum Vitae (see attached example)
 - c. Supplementary documentation in support of the application; there is no maximum or minimum number of pages. Letters in support of the application will not be considered in the evaluation of the application.

- The entire application package must be received by the MBMG Director by 4:00 p.m. on January 15 or the following business day. The narrative and CV are to be emailed to the MBMG Director, the supplementary material emailed or delivered.

- The Merit Award Committee will evaluate applications and submit all application materials with recommendations to the Research Division Chief by February 19, or the following business day.

- The Research Division Chief, will review the applications, the Merit Award Committee recommendations, and provide recommendations to the Director by February 26, or the following business day.

- Merit Awards are typically announced at the Spring Montana Tech Awards Ceremony. Awardees not in attendance will be notified later.

In a given year, a Bureau member may apply for and receive only one Merit Award.

Section I: General Considerations for Merit Awards

The following points shall be observed:

1. To receive a Merit Award, the Bureau member must apply for it. It is the applicant's responsibility to describe and explain the reasons they should receive a Merit Award. The application must explicitly address the criteria that the Merit Award Committee will use to evaluate applications.
2. Up to three (3) Merit Awards can be granted each year. However, there is no expectation that any or all awards will be granted in a given year.
3. The applicant must be a full time employee of the Montana Bureau of Mines and Geology.
4. A Merit Award shall be granted for exceptional achievement in one key area (research/publication, service, or leadership) or excellence in two or three key areas (research/publication, service, or leadership).
5. The activities or accomplishments under consideration for a Merit Award shall have taken place in the immediate three years prior to the application.
6. Applications shall be evaluated by a Merit Award Committee consisting of five (5) Bureau Professional Practice Faculty members:
 - a. three (3) program leaders (Geology, GWAP, GWIP) or alternates selected by the Director each year,
 - b. two (2) at large members with demonstrated long-term leadership, selected by the MBMG Director each year.
7. No members of the Merit Award Committee will be active applicants; membership will be determined after applications have been received by the Director. The Director is never eligible for the Merit Award.
8. The Merit Award Committee shall elect a new non-consecutive chair each year.
9. The Merit Award Committee will submit recommendations to the Research Division Chief, but is encouraged to consult with the Division Chief during their review.
10. The Research Division Chief will present recommendations to the Director who will present recommendations to the Chancellor.
11. A Bureau member shall not be eligible to apply for a Merit Award for two years following receipt of a Merit Award.
12. Funding for Merit Awards shall not be taken from the general salary pool.
13. Merit Awards shall be in the amount of \$2,000.00, all of which shall go into the Awardee's base salary beginning July 1 following the award.
14. Base salary Merit Award increments shall not be considered when making inversion adjustments.
15. Bureau members that have an active disciplinary letter in the file kept by the Chancellor's Office or an "unsatisfactory" rating on any category of their evaluation in the past 3 years, are ineligible for a Merit Award.
16. Incomplete applications will not be considered for a Merit Award.

Section II: Criteria for Excellent/Exceptional Achievement for Merit Awards

A Merit Award shall be granted for exceptional achievement in one key area (research/publications, service, or leadership) or excellence in two or three key areas (research/publications, service, or leadership). Criteria for a Merit Award based on each key area are given below. Excellence implies significant impact, tangible innovations and/or contributions in the key area(s). Exceptional achievement goes beyond that. The Merit Award Committee, Division Chief, Director, and Chancellor may consider information not presented in the application.

Part A: Research and Publications

The Montana Bureau of Mines and Geology conducts research applicable to a wide audience that includes the scientific community, the public, State and Federal agencies, and the Legislature. Merit Awards are an important means for recognizing excellence and exceptional performance in research beyond the norm. The MBMG sets itself apart and above most other agencies by providing the results of such research through an active, well-established publications process.

Tabular Summary of Research

The merit award application shall include a list of publications (full citation provided), patents, creative works, presentations (full citation provided), grants received (grant program, title, and award), and other specific achievements that demonstrate the applicant's research.

The General Goals of Excellence/Exceptional Achievement in Research

Excellence/exceptional achievement in research can take many forms, including but not limited to:

1. Formal Publications (formal MBMG publications (ie not open file); high quality outside publications/articles (journals, etc.),
2. Exceptional quality (MBMG) Open-file reports,
3. Presentations,
4. Funded research grants or awards, or
5. Organizing, directing, or contributing to professional conferences, workshops, short courses, or seminars.

Evidence of excellence/exceptional achievement in research must be supported by a narrative based on particular outcomes such as those listed below.

Narrative and Evidence Demonstrating Excellence/Exceptional Achievement in Research

In the application for a Merit Award, the Bureau faculty must present evidence for excellent/exceptional achievement in scholarship with tangible measures or outcomes. Excellence/exceptional achievement in research can be demonstrated in a portfolio in diverse ways, including but not limited to:

1. The number of scholarly or creative works;
2. The quality of publications, e.g. using journal impact factors or other indicators;
3. Grants or awards; providing full documentation of the proposal and award that includes the applicant’s specific role as PI, grant writer, or other documented role.
4. Explaining the relative competitiveness of grants or awards and the applicant’s specific role as PI, grant writer, or other documented role.
5. An explanation of the applicant’s contribution in co-authored publications;
6. Documenting the impact of one’s work, e.g. through others’ citations to that work; and

Part B: Service

Through service, Bureau Professional Practice Faculty members make major contributions to the institution, profession, and community. Community is meant in the broadest sense, including local, state, national, and international levels.

Tabular Summary of Service

1. A list of committees, positions, and other specific ways that the applicant has served the institution, profession, and community within the past three years;
2. The approximate number of hours per year that the applicant has served in each of the capacities listed.

All applicants shall supply the information in points 1 and 2 in a straightforward table. The table below is given as an example.

Committees, positions, other	Hours/year
Developed Lunar Geology course at MT Tech	35 hours

The General Goals of Excellence in Service

Excellence/exceptional achievement in service must be documented or demonstrable. It may take many forms, including but not limited to:

1. Service to the Bureau or campus through accomplishments in committee leadership, program development, or other ways that improve the institution;
2. Service to the community at the local, state, national, or international level through advisory boards, review panels, or other functions that produce demonstrable benefits; specify responsibilities to that committee and contributions to the demonstrable benefits;
3. Service to professional publications, professional societies, or not-for-profits;
4. Teaching or direct instruction of students;
5. Production of materials that improve the function of the institution, profession, or community; or
6. Writing successful proposals that fund non-scholarly projects or build capacity.

Evidence of excellence/exceptional achievement in service must be supported by a narrative based on particular outcomes such as those listed below.

Narrative and Evidence Demonstrating Excellence/Exceptional Achievement in Service

In the application for a Merit Award, the Bureau member must document and explain how excellence/exceptional achievement in service has actually taken place, and demonstrate tangible measures or outcomes of their contribution. Excellence/exceptional achievement in service can be demonstrated in a portfolio in diverse ways, including but not limited to:

1. Service awards or other formal recognition of service;
2. Leadership positions in a service capacity;
3. Tangible outcomes or achievements such as completed non-scholarly projects; or
4. Successful proposals that fund non-scholarly projects, build capacity, or otherwise enhance operations.

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Part C: Leadership

The Montana Bureau of Mines and Geology has developed several programs large and small that are critical to the Bureau's mission to serve the State's needs. The success and long-term life of a program, whether through appropriation or grants and contracts, requires considerable leadership to coordinate researchers, administer budgets, and ultimately produce results that advance the program and the Bureau.

Tabular Summary of Leadership

The merit award application shall include a list of projects and personnel, funding source(s), period of performance, and results (publications, reports, presentations, etc.).

The General Goals of Excellence/Exceptional Achievement in Leadership

Excellence/exceptional achievement in leadership are similar to those of research, but comprise efforts of leadership; these include but are not limited to:

1. Publications of the program and the applicant;
2. Presentations of the program and the applicant;
3. Funded research grants or awards, as the demonstrated primary author;
4. Organizing, directing, or contributing to professional conferences, workshops, short courses, or seminars;
5. Editing or evaluation of non-MBMG manuscripts or grant proposals; and
6. Undergraduate or Master's student support (thesis committee, etc.)

Evidence of excellence/exceptional achievement in program management must be supported by a narrative based on particular outcomes such as those listed below.

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Narrative and Evidence Demonstrating Excellence/Exceptional Achievement in Leadership

In the application for a Merit Award, the faculty member must present evidence for excellent/exceptional achievement in leadership with tangible measures or outcomes. The narrative should focus on the development, growth, and success of the program as affected by the applicant. Funding levels and personnel (numbers, levels, etc.) trends are obvious measures. Excellence/exceptional achievement in leadership can be demonstrated in a portfolio in diverse ways, including but not limited to:

1. The number of publications;
2. The quality of publications, e.g. using journal impact factors or other indicators;
3. The increased or growth of funding through new proposals;
4. Continuation of long-term funding through excellent management and leadership
5. An explanation of the applicant's contribution in co-authored publications;
6. Documenting the impact of one's work, e.g. through others' citations to that work; and
7. Explaining the relative competitiveness of grants or awards and the applicant's specific role as PI, grant writer, or other documented role.

Appendix A: Standard Curriculum Vitae Format

Dr. Joseph P. Fictitious

Tenured Full Professor

Department of Chemical Engineering

Education:

B.S. Chemical Engineering, Georgia Tech, 1964

M.S. Chemical Engineering, Texas A&M, 1966

Ph.D., Chemical Engineering, Massachusetts Institute of Technology, 1971

Professional Registrations and Licenses:

P.E. (1985) State of Montana

Work Experience:

Montana Tech	Department Head in Chemical Engineering (2002-present)
New Mexico Institute of Technology	Sabbatical Leave (2001-2002)
Montana Tech	Full Professor (1995-present)
Purdue University	Sabbatical Leave (1993-1994)
Montana Tech	Tenure (1991)
Montana Tech	Associate Professor (1989-1995)
Montana Tech	Assistant Professor (1985-1989)
Montana State University	Visiting Assistant Professor (1983-1985)
Colorado School of Mines	Visiting Assistant Professor (1981-1983)
Fluor Corporation	Fluid Cracking Unit, Texas City (1971-1974)

Professional Affiliations:

American Chemical Society,
Sigma Xi (current president of the Montana Tech Chapter),
Montana Academy of Sciences

Honors and Awards:

Montana Academy of Sciences Mershon Award (1993)
Burlington Resources Foundation Faculty Achievement Award, Montana Tech (1990)

Funded Grants and Contracts (as first author, not PI):

Fictitious, J.P. and Lamander, S.A., Countercurrent Ion Exchange Removal of Metals from the Mine Waste Streams, EPA, \$135,000 (2007-2008).
Aphant, E.L., Fictitious, J.P. and Trina, K.A., Early Engineering Experiences for High School Students, NSF, \$450,000, NSF (2004-2009).
Lamander, S.A. and Fictitious, J.P., Recovery of Zinc from Copper Ore During Floatation, Kennecott Copper Company, \$243,000 (2003-2006).

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Publications:

Udent, S.T., Fictitious, J.P., and Lamander, S.A., Countercurrent Ion Exchange Removal of Iron from a Copper Waste Stream, *Chemical Engineering Progress*, 104(10):1582 (2006).

Udent, S.T., Countercurrent Ion Exchange Removal of Iron and Nickel from a Copper Waste Stream, Master's Thesis, Montana Tech (2005).

Fictitious, J.P., General Method for Removing Metals During Copper Recovery by Flotation, U.S. Patent 5973257, (2005).

Fictitious, J.P., What High School Students Do Not Know About Engineering, *Journal of Engineering Education*, 245(7):633 (2003).

Service:

STEM Proposal Review Panel for the National Science Foundation, Washington, D.C. (January 2008).

Northwest Commission on Colleges and Universities (NWCC&U), Member Evaluation Team for Oregon Institute of Technology (April 2007).

ABET Accreditation Team, South Dakota School of Mines and Technology, (October 2001).

Councilor (elected), Montana Section of the American Chemical Society (1997-2004).