

OUTSTANDING THESIS AWARD PROCEDURAL GUIDELINES, 2008-09

GENERAL ELIGIBILITY

The current competition is open to all master's degree graduates who have completed and submitted a thesis and have received the master's degree during the **summer or fall terms of 2008**, and to students who will complete their theses and graduation requirements in the **spring 2009** semester. Each college or school will be allowed one nomination.

The Thesis Office in the Graduate Division will provide each college/school dean with an information packet, which includes a nomination form, a list of suggested criteria to be used in the review process, and a list of college/school program thesis authors and titles for the summer and fall 2008 terms.

Graduate program coordinators and graduate faculty will be notified of the competition via electronic mail. Should any graduate faculty know of a thesis worthy of nomination, they are encouraged to complete the departmental nomination form online and review competition criteria on the Thesis Office Web site, <http://www.csufresno.edu/gradstudies/thesis>

NOMINATION CRITERIA

Theses receiving departmental nominations should be able to meet the highest standards of scholarly accomplishment, demonstrating an original contribution to their field. Other considerations, such as potential for being published in the discipline, as well as responses to the specific criteria questions outlined on the review checklists, may be part of the departmental recommendations.

DEPARTMENTAL NOMINATIONS

As a first step, colleges/schools may solicit nominations from each of their departments exercising the thesis option. Nominations should consist of the completed nomination form, a copy of the thesis (preferably unbound), and three letters of faculty support. Such letters are critical to assist the review committees identify the distinctive contributions of each thesis to its field.

COLLEGE/SCHOOL NOMINATIONS

Each college/school is allowed one nomination for the award. The college's/school's nomination panel may be selected according to past years' precedent, or it may follow an alternative workable review process. Previous review committees have called on emeritus and active research faculty. Additionally, **colleges and schools should establish their own internal deadlines** for departmental submissions, within the general university

competition deadlines (see attached). The date should be set early enough to allow time for a full review of nominations.

Nominations must be submitted to the Division of Graduate Studies by **Thursday, April 16**. Submissions must include the nomination form, signed by the dean and judges; a copy of the nominated thesis; and letters of support and/or other support documents that will aid in the selection process.

UNIVERSITY SELECTION

At the university level, a committee of active and/or emeritus faculty will review the outstanding thesis nomination from each college and school, with final recommendations for the award and any honorable mentions to be forwarded to the graduate dean by **May 14**.

ANNOUNCEMENT AND AWARD

Formal announcement of the award recipient and awarding of the \$1,000 check and plaque will be made on **May 22**, the tentatively scheduled date of the Graduate Hooding Ceremony. The thesis committee will also be formally recognized at this ceremony.