

**COLLEGE OF EDUCATION GUIDELINE**

**Title: Citation Award**

**Number: 02-2-06**

**Functional Area: Academic and Faculty Affairs**

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Effective:	February 27, 2026
Supersedes:	N/A
Approved by:	Dean Joseph Wehrman
Date Approved:	February 25, 2026
Responsible Office:	Academic and Faculty Affairs
Primary Contact:	Associate Dean
Applies to:	College of Education

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**A. INTRODUCTION**

This guideline establishes the criteria and procedures for recognizing College of Education (COE) faculty who have achieved significant scholarly impact. The award is intended to acknowledge sustained research productivity, scholarly visibility, and meaningful contributions to the faculty member’s discipline.

**B. STATEMENT**

Faculty members who have accumulated 1,000 or more citations across their peer-reviewed scholarly publications are eligible to receive this award. Citation totals must be verifiable through recognized academic indexing sources.

**C. AWARD CRITERIA & ELIGIBILITY FRAMEWORK**

1. Eligibility Requirements. Faculty must meet all of the following:
  - a. Full-time, tenure track, tenured, or nontenure track faculty with a primary appointment in the College.
  - b. Faculty must be in good standing at the time of nomination.
  - c. A minimum of 1,000 verified citations across all scholarly works, measured through a recognized citation indexing platform (e.g., Google Scholar, Scopus, Web of Science).
  - d. Citations must reflect cumulative totals as of the nomination deadline.
  - e. Citations may include refereed journal articles, books, book chapters, conference proceedings, and other scholarly publications recognized within the faculty member’s field.
2. Documentation Required. Nominees must submit:
  - a. Official citation report (PDF or link) from Google Scholar, Scopus, or Web of Science.
  - b. Current CV.
  - c. Brief research impact statement (250–500 words) outlining:
    - Core contributions to the field
    - Evidence of influence on practice, policy, or future scholarship

D. EVALUATION CRITERIA

Nominees will be evaluated based on:

1. Citation Impact
  - a. Verification that the faculty member has reached or surpassed 1,000 citations.

E. AWARD FREQUENCY AND NATURE OF RECOGNITION

1. Award may be conferred once per faculty member, upon first reaching the 1,000 citation milestone.
2. Recipients will be recognized at and through:
  - a. The annual College Awards Ceremony
  - b. Internal and external communications as appropriate
3. Recipients receive:
  - a. A framed certificate of scholarly distinction

F. NOMINATION AND REVIEW PROCESS

1. Nomination  
Faculty may be nominated by:
  - a. Department chair
  - b. Colleagues
  - c. Self-nomination
2. Nominations accepted during a defined submission window aligned with other college awards.

G. REVIEW COMMITTEE

1. The College Awards Committee (or designated subcommittee) will review nominations.
2. The Committee verifies citation counts and reviews submitted materials.

H. FINAL APPROVAL

1. Committee recommendations are forwarded to the Dean for final approval.

I. PROGRAM ADMINISTRATION

1. The Dean's Office maintains records of awardees.
2. Citation thresholds or evaluation criteria may be updated periodically to reflect disciplinary norms and evolving scholarly metrics.

**Notes**

1. History: N/A  
Initial approval: February 25, 2026, by Dean Joseph Wehrman  
Revised:
2. Cross References/Appendices: