

OHIO ACADEMY OF HISTORY

HANDBOOK

Section 3

PRIZE COMMITTEES

Introduction: **Common Responsibilities of All Prize Committees**

The Seven Prize Committees include:

- Dissertation Award Committee
- Distinguished Historian Award Committee
- Distinguished Service Award Committee
- Junior Faculty Research Grant Committee
- Publication Award Committee
- Public History Committee ¹
- Teaching Award Committee

Makeup of Each Committee and Term of Service:

- According to Article VI of the Academy Constitution, all Prize Committees, except the Public History Committee, are “composed of at least three members.”
- Members are appointed by the Academy President and serve at least a one-year term of service. They may serve additional years if the Academy President agrees.
- Each year of service begins and ends at the conclusion of the Business Meeting at the Academy’s Annual Spring Conference.

¹ The Public History Committee has been held in abeyance since October 2014. The outline of responsibilities remains in the *Handbook* for the benefit of the Academy members who will determine its future. As of 2014, there was only one committee on Public History, but it had two distinct sets of responsibilities. Section 3 of the *Handbook* on Prize Committees outlines the responsibilities of the Public History Committee related solely to its granting of an award in Public History. The responsibilities of the Public History Committee *not* related to the award are outlined in Section 4 of the *Handbook* on Standing Committees.

Role of the Chair on the Executive Council and Reports on the Committee's Work:

- Role on the Council:
 - All Committee Chairs are expected to attend the two meetings of the Executive Council each year, one at the Fall Retreat and the other on the Friday afternoon of the Spring Conference.
 - Committee Chairs do not participate in Executive Council votes.
- Reports:
 - For the Fall Meeting, the Committee Chair should prepare an oral report.
 - For the Spring Meeting, the Committee Chair should prepare a written report, to be sent to the Secretary-Treasurer and the Archivist by February 15, for pre-circulation by the Secretary-Treasurer.
 - This report should indicate the committee's membership, specify the nominations received, clarify how the committee conducted its work, identify any problems encountered, and explain the committee's suggestions for improving or facilitating the work of the committee in the future. (Models of earlier reports are obtainable from the Archivist.)
 - The Committee Chair is expected to attend the Council meeting in person to address the questions and concerns of the Council members.

Calls for Nominations for Awards:

- Content of the Calls:
 - Using a template for each Call, the General Editor of the *Newsletter* revises and updates the Calls for Nominations each year.
 - Calls should indicate the eligibility requirements for the award and the procedures for submitting a nomination for the prize, as well as the names and email addresses of the Chair and Committee Members. (See the description of each committee below for a more comprehensive list of the contents of each committee's Call for Nominations.)
 - When a Spring Conference has an overall theme, each Prize Committee may decide to include in its Call a special request for nominations in keeping with the conference theme.
 - All Calls should make clear that the deadline for nominations is November 1, and that all nominations are sent to the Chair of the Committee, unless otherwise indicated in this *Handbook*, or by the Chair, or on the Academy website.
 - The most recent Calls for Nominations are available on the Academy website at <http://www.ohioacademyofhistory.org/callawards/>.
- Announcement and Publication of the Calls for Nominations for Awards:
 - Each year by July 15, the General Editor submits the updated Calls to the Production Editor for the Academy website and for publication in the Fall *Newsletter*.
 - The Calls are advertised, as well, in two other ways. In the Fall Email Blast sent to all members by the Secretary-Treasurer and in the postcard mailed to members

by the Production Editor, reference is made to the website where one can find the Calls for Nominations.

- Chairs also should ensure, however, that Calls are given the widest possible visibility over the internet through such forums as H-Net, the *AHA Perspectives*, and the *OAH Newsletter*, among others.

Decision on the Award Winners:

- Naming the Winners and Informing All Nominees:
 - Decisions on winners of the awards must be made no later than February 1, at which time the winners should be informed.
 - If no submission qualifies for the award in a particular year, no award shall be given. There is no provision for other types of recognition, such as “honorable mention,” “finalist,” or “runner-up.”
 - The Chair should inform unsuccessful nominees with an appropriate letter. (Individualized email is acceptable, but a mass-email message that reveals addressees and is not personalized is not.) (See the Appendix for models of letters from Chairs to award nominees.)
 - The names of nominees not chosen for a particular award may be held over by the Prize Committee for three years.
- Publicizing the Awards:
 - By February 15, full names of the winners, their institutions, and full titles of their winning books, dissertations, or projects should be sent to the Secretary-Treasurer and the Archivist. (The Archivist will use that information to design the award plaques.)
 - The names of the winners, the affiliated institutions, and (where appropriate) the titles of the winning books, dissertations, or projects will be placed on the website by the Archivist.
 - For a list of the former winners of each of the awards, consult the Academy Website at: <http://www.ohioacademyofhistory.org>.

Award Winners and the Spring Conference:

- Citations for the Prize Recipients:
 - The Committee Chair should prepare a citation to be read at the award ceremony during the Spring Business Meeting.
 - By February 15, the Committee Chair emails a copy of the citation to the Secretary-Treasurer and the Archivist. The Archivist maintains a record of the citations, while also forwarding the new citations each year to the Academy Webmaster for the website.
- Winners' Attendance at the Spring Conference:
 - Chairs should encourage award winners to attend the Spring Conference and especially the luncheon at noon on Saturday, at which time the awards are given.
 - All winners are guests of the Academy for the entire Conference. In order to provide accurate numbers for the caterer, however, Chairs should ask the winners if they will be attending the Friday evening reception, Saturday

Continental Breakfast, and/or the Saturday luncheon. That information should be sent to the Secretary-Treasurer no later than two weeks before the Spring Conference. (The Secretary-Treasurer then totals the number of guests paid for by the Academy and sends those figures to the caterer.)

- Presentation of the Awards:
 - The Chair should attend the Business Meeting and luncheon to present the prize in person to the winner.
 - If the Chair cannot attend, he or she should ask another Committee member to serve in his or her place.
 - If none of the Committee members can attend the luncheon, the Chair should inform the Academy President, who will read the citation on behalf of the Committee.

Reviewing the Web: The Chair should periodically review the material about the prize posted on the website and bring any discrepancies to the attention of the Archivist and the General Editor of the *Newsletter*.

Basic Outline of the Responsibilities of Each of the Prize Committees

- A. Common Responsibilities of All Prize Committees.
- B. Origin and Overview of the Award
- C. Composition and Mandate of the Committee
- D. Call for Nominations: (Provides a description of the award and the criteria and procedure for nominations.)
- E. Committee Procedure and Responsibilities
 - 1. Publishing Notice of the Competition
 - 2. Reviewing Submissions and Determining the Winner(s)
 - 3. Follow up to the Decision

Dissertation Award Committee

A. Common Responsibilities of All Prize Committees:

- For essential information concerning the responsibilities of every Prize Committee, see above, in the Introduction to all Prize Committees, the critical list of “Common Responsibilities” they share.
- The following description highlights the *unique* characteristics of the Dissertation Award Committee.

B. Origin and Overview of the Award:

- The Dissertation Award Committee was established in 1994,² and the first award announced in 1995.
- Since then the Ohio Academy of History Dissertation Prize has been announced annually at the awards luncheon at the Academy’s Spring Conference. The Prize of \$250 is intended to recognize and encourage distinguished research and writing by graduate students in the field of history at public and private universities in Ohio.
- The competition is open to members and non-members of the Ohio Academy of History.
- Eligible Institutions: As of 2017, six universities in Ohio have Ph.D. programs. The Ph.D. programs at Miami University, the University of Toledo, and Bowling Green State University have been discontinued. Current Ph.D.-granting institutions in Ohio, therefore, are:
 - University of Akron
 - University of Cincinnati
 - Case Western Reserve University
 - Kent State University
 - Ohio State University
 - Ohio University

C. Composition and Mandate of the Committee: According to Article VI, Section 8 of the Academy Constitution, the President of the Academy shall appoint a committee of at least three members to administer an annual award for outstanding doctoral dissertation in the field of history.

² Ohio History Connection [formerly the Ohio Historical Society], MSS 888, The Ohio Academy of History Records, 1930-2002, 2.

D. Call for Nominations: Although the General Editor of the *Newsletter* is responsible for revising and updating the Calls for Nominations, the Chair of the Committee should be aware that the Call for Nominations outlines the following description of the award and the criteria and procedure for nominations:

- There is a \$250 award for the winning dissertation.
- The dissertation, on any topic in history, must have been completed, and the doctorate awarded to the nominee, during the academic year (August to July) previous to the award year.
- The Department of History at each Ph.D.-granting institution in Ohio may nominate only one dissertation.
- A nomination letter must be submitted by the Chair of the Department or the Director of Graduate Studies. The cover letter should provide a brief statement explaining the dissertation's strengths and why it is being nominated.
- An electronic copy of the dissertation in PDF format, along with the letter of nomination, should be sent to each member of the committee by the November 1 deadline. The names, institutional affiliations, and email addresses of all members of the committee are listed in the Call for Nominations.

E. Committee Procedures and Duties:

- 1) Publishing Notice of the Competition: The Chair of the committee should publish notice of the competition in the following ways beyond those outlined in the Introduction:
 - A copy of the Call for Nominations should be sent to each eligible department by June 1.
 - A follow-up email should be sent to each eligible department by October 15.
- 2) Reviewing Submissions and Determining the Winner(s)
 - Role of the Committee:
 - Committee members should begin to consider the submissions as soon as they are received.
 - Soon after the November 1 deadline, the Chair should contact the other members to formulate a schedule for discussing the submissions and reaching a decision.
 - A member of the committee may recuse himself or herself if he or she served as the director of a dissertation submitted for the award.
 - Members who served on a doctoral committee, but were not the dissertation director, may not recuse themselves.
 - Qualitative Criteria:
 - Topic: originality and significance of subject.
 - Research: scope of research and quality of methodology.
 - Argument: coherence and cogency of argument.
 - Style: clarity and eloquence of writing style.
 - Organization: logic of conceptualization and organization.

- Quantitative Ranking Scale
 - *4 – Excellent*: a superior example of concept, research, writing, and construction on a topic of great interest and importance. Publishable without extensive reworking.
 - *3 – Good*: an excellent dissertation, but either conceptually, methodologically, or stylistically not up to a rank #4. Publishable with reworking.
 - *2 – Average*: a relatively routine contribution. Could be indifferently written, shallowly researched, conceptually undistinguished, etc. Publishable only with extensive reworking.
 - *1 – Poor*: a work with serious flaws in concept, style, etc. Probably not publishable; not to be considered.
- 3) Follow up to the Decision
 - Notifications: Once the committee reaches a decision, beyond those individuals whom all Prize Committee Chairs should inform, the winner's academic department should also be notified.
 - The Chair should follow the procedures outlined in the Introduction to all Prize Committees for informing the winner, the Secretary-Treasurer, and the Archivist, and for reporting to the Executive Council, writing the citation, and presenting the award at the Spring Conference.
 - By February 15, the Chair *also* submits to the Editor of the *Newsletter*, the Secretary-Treasurer, and the Archivist synopses of the dissertations nominated for the award. These are published in the Spring issue of the *Newsletter*.
 - The Chair should invite the student's advisor to the awards luncheon at the Spring Conference (as a guest of the Academy).

Distinguished Historian Award Committee

A. Common Responsibilities of All Prize Committees:

- For essential information concerning the responsibilities of every Prize Committee, see above, in the Introduction to all Prize Committees, the critical list of “Common Responsibilities” they share.
- The following description highlights the *unique* characteristics of the Distinguished Historian Award Committee.

B. Origin and Overview of the Award:

- The concept of a Distinguished Historian Award originated with Austin Kerr (OSU), President of the Academy, 2003-04.
- At the Spring Conference in 2004, the Academy voted to create the Distinguished Historian Award Committee in order to honor a distinguished historian, with an extensive record of publications and contributions to the profession.

C. Composition and Mandate of the Committee:

- According to Article VI, Section 11, of the Academy Constitution, the Committee is composed of the President of the Academy, the Immediate Past President, and the Chair of the Program Committee.
- The primary purpose of the committee, outlined in Article VII, Section 6 of the Academy Constitution, is to select the individual whose teaching, scholarship, and publications make him or her worthy of the title “Distinguished Historian.”

D. Call for Nominations: Although the General Editor of the *Newsletter* is responsible for revising and updating the Calls for Nominations, the Chair of the Committee should be aware that the Call for Nominations outlines the following criteria and procedure for nomination as well as the responsibilities of the award recipient:

- The award honors a historian whose teaching and scholarship, including substantial publications, transcend specialized fields and have an interest to persons beyond the discipline of history.
- The nominee should have a close affiliation with a college, university, or historical agency of Ohio, if not actually residing in the state.
- The award recipient will deliver a public address during the opening evening of the annual Spring Conference of the Ohio Academy of History and receive recognition during the Business Meeting at the Spring Conference.
- Members of the Academy may nominate persons to receive the award with a written message to the President, indicating the nominee’s worthiness for the award.
- The message and a copy of the nominee’s curriculum vita must reach the Committee Chair by November 1.

- The names, institutional affiliations, and email addresses of all members of the committee should be listed.

E. Committee Procedures and Duties

- 1) Publishing Notice of the Competition: Beyond the recommendations listed in the Introduction to All Prize Committees, the 2012-13 Distinguished Historian Award Committee urged future committees to:
 - Encourage more nominations of deserving women historians. (Since 2010, four women have won the award, suggesting, possibly, that the gender imbalance was more characteristic of the profession years ago.)
 - Encourage nominations of historians who have *not* reached emeritus status as well as those who have.³
- 2) Reviewing Submissions and Determining the Winner:
 - The Chair forwards the letters of nomination and documentation to the other members of the committee. The Chair establishes a deadline for evaluating the materials.
 - In selecting the winner, rather than meeting face-to-face, the members of the committee discuss via email or in a conference call their assessments of the candidates.
- 3) Follow-up to the Decision:
 - The Chair should follow the procedures outlined in the Introduction to all Prize Committees for informing the winner, the Secretary-Treasurer, and the Archivist, and for reporting to the Executive Council, writing the citation, and presenting the award at the Spring Conference.
 - The committee also honors the Distinguished Historian in the following ways:
 - As outlined in Article VI, Section 6 of the Constitution: “The recipient of the award will deliver a public address during the opening evening of the annual Spring Conference, and that address will become part of the program of the Conference.”
 - The recipient will receive recognition during the Business Meeting the next day.
 - The recipient may choose to have his or her paper published in the *Academy’s Proceedings* volume.
 - The recipient of the award receives an honorarium.
 - The institution hosting the Spring Conference provides lodging for the recipient of the award.⁴

³ Molly Wood, Chair of the Distinguished Historian Award Committee, Report to the Executive Council, February 15, 2013.

⁴ The decisions to give an honorarium and to ask the hosting institution to provide lodging were made originally at the Executive Council Meeting on October 10, 2003. In discussions between October and December 2012, however, the members of the Executive Council agreed that the Academy should be responsible for the honorarium, but not for travel expenses. If the host institution could not cover the cost of lodging, no clear policy was established as to whether the Academy was responsible or not.

Distinguished Service Award Committee

A. Common Responsibilities of All Prize Committees:

- For essential information concerning the responsibilities of every Prize Committee, see above, in the Introduction to all Prize Committees, the critical list of “Common Responsibilities” they share.
- The following description highlights the *unique* characteristics of the Distinguished Service Award Committee.

B. Origin and Overview of the Award:

- The Distinguished Service Award originally was combined with the Publication Award as the “Historical Achievement Award.” It was established soon after World War II, as an expression of the Academy’s new sense of “confidence” generated by the “postwar expansion in higher education.” The first Historical Achievement Award was given in 1947 to Foster Rhea Dulles of The Ohio State University. In 1971, the award was divided into the two awards that are presented today.⁵
- The committee selects the recipient(s) of the Academy's award for Distinguished Service, which, according to Article VII, Section 2 of the Constitution, will be given “to a person or persons who have actively contributed to the Ohio Academy of History through specific achievement or through long-time distinguished service. Each recipient of the Distinguished Service Award will be granted an Honorary Life Membership. . . . A person who has received the award shall be ineligible to receive it a second time.”

C. Composition and Mandate of the Committee: According to Article VI, Section 4 of the Academy Constitution, “The President shall appoint a Committee on Awards for Distinguished Service to the historical Profession. The committee shall be composed of at least three members, and shall select the winners of the Academy’s award for Distinguished Service.”

D. Call for Nominations: Although the General Editor of the *Newsletter* is responsible for revising and updating the Calls for Nominations, the Chair of the Committee should be aware that the Call for Nominations outlines the following:

- Individuals are nominated for specific achievement and/or for long-time distinguished service to the Ohio Academy of History.
- Nominations should be submitted to the Committee Chair by the November 1 deadline.

⁵ Wallace Chessman, Presidential Address to the Academy, April 1977, 10; Ohio History Center [formerly the Ohio Historical Society], MSS 888, The Ohio Academy of History Records, 1930-2002, 1.

- The award recipient receives an honorary lifetime membership in the Academy.

E. Committee Procedures and Duties:

- 1) Publishing Notice of the Competition: The Chair should follow the recommendations, above, in the Introduction to the Prize Committees. The committee, however, also should take a proactive stance to ensure that meritorious members are not overlooked.
- 2) Reviewing Submissions and Determining the Winner(s):
 - The Chair forwards the letters of nomination to the other members of the committee.
 - Once all nominations are in, the committee members communicate by email or use a conference call to evaluate and discuss the applicants and to determine the winner(s) of the award.
- 3) Follow up to the Decision:
 - After deciding on the award recipient(s), the Chair should follow the procedures outlined in the Introduction to all Prize Committees for informing the Secretary-Treasurer and the Archivist, and for reporting to the Executive Council, writing the citation(s), and presenting the award(s) at the Spring Conference.
 - The one exception to the general procedure is that the winner(s) should not be informed. Instead, the Chair should do what is possible to ensure that the award recipient(s) attend the Spring Conference, and in particular the Saturday Business Meeting, to accept the award.

Junior Faculty Research Grant Committee

A. Common Responsibilities of All Prize Committees:

- For essential information concerning the responsibilities of every Prize Committee, see above, in the Introduction to all Prize Committees, the critical list of “Common Responsibilities” they share.
- The following description highlights the *unique* characteristics of the Junior Faculty Research Grant Committee.

B. Origin and Overview of the Award:

- The concept of the Junior Faculty Research Grant originated in 2009 with Jonathan Winkler (Wright State), President of the Academy, 2014-15.⁶ The first grant was awarded at the Spring Conference in 2011.
- The Junior Faculty Research Grant was designed to promote scholarly research by untenured college and university faculty in the state of Ohio. The grant is intended to help defray the costs of domestic or international travel necessary to conduct research on a significant scholarly project (most likely, one yielding a scholarly article or monograph).

C. Composition and Mandate of the Committee:

- The Committee consists of three members, appointed by the President of the Academy. It is recommended that all members be at least six-years out from completing the Ph.D.
- The Committee’s primary responsibility is to determine the winner of the Junior Faculty Research Grant of \$500, which is formally presented at the annual Spring Conference. The grant is distributed to the winner in the late spring or early summer.

D. Call for Applications (Nominations): Although the General Editor of the *Newsletter* is responsible for revising and updating the Calls for Nominations, the Chair of the Committee should be aware that the Call includes the following:

- **Purpose and Description of the Award:**
 - Its purpose is to help defray the costs of travel necessary for a significant scholarly project.
 - The current grant is for \$500.
 - No plaque is presented with the financial award.⁷

⁶ Winkler’s proposal for a Junior Faculty Research Grant Committee was presented to and approved by the Executive Council at the Fall Meeting in 2010 at OSU-Marion. The committee and the award of the grant subsequently were approved by the members of the Academy, and added to the Academy Constitution as Articles VI, Section 13, and Article VII, Section 7.

⁷ Decision of the Executive Council at the October 2012 meeting.

- Eligibility Requirements: The Call for Nominations should notify prospective applicants of the following requirements for eligibility:
 - Applicants should possess a Ph.D. in history, be no more than six years out from its receipt, be untenured, be teaching at an Ohio college or university, and be members of the Ohio Academy of History.
 - Lecturers, adjuncts, and other non-tenure-line faculty are eligible to apply so long as they meet the above requirements.
 - There are no restrictions on geographic area, methodological approach, or chronological period.

- Procedural Requirements for Submitting an Application:
 - The following materials should be included in the application:
 - A one-page curriculum vita.
 - A one-page budget with justification for how the funds will be used.
 - A three-page project narrative explaining the project's objectives, sources and methods, significance, and timetable, as well as a description of how these funds will further the larger project (while demonstrating the applicant's eligibility for the competition).
 - A letter of recommendation in support.
 - Applications and supporting materials should be sent in Adobe Portable Desktop Format (PDF) to the Committee Chair by the November 1 deadline.
 - The names, institutional affiliations, and email addresses of all committee members are listed in the Call for Nominations.

- Procedural Requirements to be followed by the Recipient of the Award (Placed as a note at the bottom of the Call for Nominations):
 - The successful applicant is expected to file within eight months a one-page report on how the funds were spent, with the report to be considered for publication in the *Academy Newsletter*.
 - Acknowledgement of this Academy support should also appear in any published work that results from this research.
 - Successful applicants are encouraged to present on their findings at subsequent Ohio Academy annual conferences.

E. Committee Procedures and Duties:

- 1) Publishing Notice of the Competition: In addition to the guidelines for disseminating the Call for Nominations outlined in the Introduction, the Chair should ensure that the Call is given the widest visibility by sending an email to the Chair of each Department of History at public and private colleges and universities in Ohio.

- 2) Reviewing Submissions and Determining the Winner of the Award:
 - Procedure: Committee members should begin reading application packets as they arrive. They should be prepared to evaluate and discuss applicants in mid-December in order to reach a decision by 1 February.
 - Evaluation Criteria:
 - The committee will verify that each applicant is a member of the Ohio Academy of History.
 - It will evaluate the applications on the basis of the quality of the proposal and the potential impact of the grant on the applicant's project and research trip.
 - Those projects aimed at completion of the first monograph or scholarly article will have precedence over those aimed at a second monograph or subsequent articles.
 - The Award Recipient:
 - If the award winner turns down the grant, the Committee may choose another winner or forego making the award.
 - The grant should not be divided among multiple recipients.
- 3) Follow up to the Decision:
 - The Chair should follow the procedures outlined in the Introduction to all Prize Committees for informing the winner, the Secretary-Treasurer, and the Archivist, and for reporting to the Executive Council, writing the citation, and presenting the award at the Spring Conference.
 - By February 15, the Chair *also* submits to the Secretary-Treasurer, the General Editor of the Newsletter, and the Archivist a short description of each project nominated for the award. These are to be published in the Spring issue of the *Newsletter*.

Publication Award Committee

A. Common Responsibilities of All Prize Committees:

- For essential information concerning the responsibilities of every Prize Committee, see above, in the Introduction to all Prize Committees, the critical list of “Common Responsibilities” they share.
- The following description highlights the *unique* characteristics of the Publication Award Committee.

B. Origin and Overview of the Award:

- The Publication Award originally was combined with the Distinguished Service Award as the “Historical Achievement Award.” It was established soon after World War II, as an expression of the Academy’s new sense of “confidence” generated by the “postwar expansion in higher education.” The first Historical Achievement Award was presented in 1947 to Foster Rhea Dulles of The Ohio State University. In 1971, the award was divided into the two separate awards that are presented today.⁸
- From 1971 to 2012, the Publication Award was presented to the author (or, in three cases, authors) of a *single* publication. This was in accord with Article VII, Section 1 of the Constitution, which stated that the Publication Award was to be given “to an active member of the Academy” for an “outstanding publication in the field of history issued in the year preceding the annual meeting.” An individual could be honored with “the award twice,” moreover, but would “be ineligible to receive the award a third time.”
- At the Spring Business Meeting in 2013, the Academy endorsed revisions to Article VI, Section 3, and Article VII, Section 1, giving the Publication Award Committee “the *option* in any given year of making two awards [for *two separate* books], instead of just one, *if* there [were] a compelling case to do so.” For several years, the committee had received nominations of books by both junior and senior scholars, making the competition, for all practical purposes, invalid. The solution was to have the option to offer two separate awards, one for “a major second or subsequent monograph” by a senior scholar, and one for a publication by a junior scholar.⁹ With the endorsement of the Academy, two awards for *two separate publications* were presented for the first time at the Spring Conference in 2014.

⁸ Wallace Chessman, Presidential Address to the Academy, April 1977, 10; Ohio History Center [formerly the Ohio Historical Society], MSS 888, The Ohio Academy of History Records, 1930-2002, 1.

⁹ Resolutions, rationales, and projected language for amendments to the Constitution proposed by the Publication Award Committee at the Spring Business Meeting, at Bowling Green State University, April 2013.

C. Composition and Mandate of the Committee: According to Article VI, Section 3 of the Academy Constitution, the committee has “at least three members,” and its responsibility is to “select the winner(s) of the Academy’s annual award(s) for outstanding publication(s) in the field of history.”

D. Call for Nominations: Although the General Editor of the *Newsletter* is responsible for revising and updating the Calls for Nominations, the Chair of the Committee should be aware that the Call includes the following:

- Eligibility Requirements:
 - Books by both junior and senior scholars are eligible and encouraged.
 - The submissions must be scholarly monographs, and, according to the 2013 revision of Article VII, Section 1, “in book format” only.
 - The monographs must have been published between November 1 and October 31 of the year preceding the annual Spring Conference.
 - The authors must be members of the Academy.
 - Books by previous winners may be considered, although no individual may win the award more than twice.

- Requirements for Submission:
 - One copy of the nominated book should be sent directly to each member of the committee and to the Secretary-Treasurer by the November 1 deadline. (The names of all committee members and the Secretary-Treasurer, and their institutional affiliations and addresses, and email addresses are included in the Call.)
 - The nominator of each book should submit a synopsis of the book to the Chair of the Committee. (The synopsis of each nominated book will be published in the Spring *Newsletter*).

E. Committee Procedures and Duties:

- 1) Publishing Notice of the Competition: The Chair should follow the recommendations outlined in the Introduction to the Prize Committees.

- 2) Reviewing Submissions and Determining the Winner(s)
 - The Committee’s Approach to Evaluating Submissions:
 - The Committee Chair will verify with the Secretary-Treasurer that all authors meet the eligibility requirement for the Prize.
 - Previous Book Award Committee Chairs have established procedures and guidelines to help evaluate books, based on the quantitative and qualitative scales listed below.
 - The committee favors the well-crafted, well-written monograph, dealing with a significant topic and based on extensive research in primary sources.

- The committee will also consider the well-written synthesis that is based largely on secondary sources but provides an interesting and original way of understanding the past.
 - The committee will not consider books that are basically edited works or intended primarily as classroom material.
 - The number of books submitted to the committee that fulfill the criteria varies each year from about four to nine.
 - Qualitative Criteria:
 - Significance of work in its field of specialization and toward historical knowledge in general.
 - Conceptualization.
 - Quality of research and professional standards of excellence.
 - Readability.
 - Quantitative Ranking Scale:
 - 5 – *Excellent*: a work of wide interest and genuine importance.
 - 4 – *Good*: a superior monograph.
 - 3 – *Average*: a solid but relatively routine contribution.
 - 2 – *Questionable*: a work that perhaps should not have been published.
 - 1 – *Poor*: a work we would not have recommended for publication.
 - Suggested Procedures for Determining the Winner:
 - The Chair sends copies of the criteria and guidelines for ranking to each member of the committee.
 - After reading the books, rather than meeting face-to-face, the members of the committee return via email their rankings of each book to the Chair by a deadline established by the Chair.
 - The Chair collates the results. In the case of a split decision, a conference call is sometimes necessary to resolve the question of the award winner(s).
- 3) Follow up to the Decision
 - The Chair follows the procedures outlined in the Introduction to all Prize Committees for informing the winner, the Secretary-Treasurer, and the Archivist, and for reporting to the Executive Council, writing the citation(s), and presenting the award(s), at the Spring Conference.
 - By February 1, the Chair also submits copies of each synopsis to the Secretary-Treasurer, the Archivist, and the General Editor of the *Newsletter* (for publication in the Spring *Newsletter*).
 - Because all books nominated for the Publication Award each year are also displayed at the Book Exhibit, (if a Book Exhibit is held at the Spring Conference), the Secretary-Treasurer is responsible for transferring his/her copies of the books to the Spring Conference location.

Public History Committee¹⁰

A. Common Responsibilities of All Prize Committees:

- For essential information concerning the responsibilities of every Prize Committee, see above, in the Introduction to all Prize Committees, the critical list of “Common Responsibilities” they share.
- The following description highlights the *unique* characteristics of the Public History Committee in its capacity as a Prize Committee.

B. Origin and Overview of the Award:

- The origin and evolution of the Public History “Award” Committee is intimately bound up with the story of the Public History Committee. For the evolving relationship between the two committees, see the outline of the Public History Committee in Section 4 of the *Handbook* on “Standing Committees.”
- The Public History “Award” Committee was first established as an independent committee in 1996, and it presented its first award the next year.
- In 2011, when the committee ceased to exist, its obligation to offer a prize each year was assumed by the Public History Committee. While officially designated as a “Standing Committee,” its responsibilities as a committee awarding a prize are explained here in Section 3 of the *Handbook*.
- The purpose of the Public History Award has remained the same as it was when first presented by the independent committee. It is intended to encourage the dissemination of historical scholarship beyond the walls of academe.

C. Composition and Mandate of the Committee:

- According to Article VI, Section 6 of the Academy Constitution, the Public History Committee is “composed of five members,” appointed by the President. Each member serves “a three-year term.” Three members of the committee must “be public historians not principally employed as faculty members.”
- The mandate of the committee is to “select the recipient of the Academy’s annual award for outstanding contribution to public history.” According to Article VII, Section 5 of the Academy Constitution, “the Academy may give an award for the outstanding contribution to public history accomplished within the previous two years and completed by January 15 of the award year.”

¹⁰ The Public History Committee has been held in abeyance since October 2014. The following description is included in the *Handbook* for the benefit of those Academy members determining its future.

D. Call for Nominations: Although the General Editor of the *Newsletter* is responsible for revising and updating the Calls for Nominations, the Chair of the Committee should be aware that the Call outlines the purpose and the criteria for the Public History Award. Thus, it states that:

- The purpose of this award is to encourage the dissemination of historical scholarship beyond the walls of academe.
- The Committee selects the outstanding contribution to public history accomplished within the previous two years and completed by January 15 of the award year.
- All public history fields are included in this awards program: exhibits, publications, audio/visual documentaries, oral history projects, public programs, symposia, and archival and historic preservation-education projects.
- All nominated projects must be submitted to the Chair of the Committee by the January 15 deadline. The names, institutional affiliations, and email addresses of all Committee members are listed in the Call for Nominations.
- Nominated projects, publications, or programs must:
 - Demonstrate original research that adds to a greater understanding of the past.
 - Demonstrate creativity in the way the project, program, or publication is organized and presented.
 - Demonstrate originality or uniqueness in design and historical interpretation.
 - Accomplish a goal of educating or communicating with the intended audience.
 - Follow commonly accepted rules of evidence and logic in providing proof of statements, facts, and conclusions.

E. Committee Procedure and Duties:

- 1) Publishing Notice of the Competition: The committee follows the recommendations outlined in the Introduction to All the Prize Committees.
- 2) Reviewing Submissions and Determining the Winner:
 - Suggested committee procedure effective in the past:
 - One meeting of all members of the Committee is held after all projects have been submitted. (Occasionally the project is in the form of a book, which is sent out to the members of the Committee ahead of time.)
 - The Committee members review the projects and decide on the winner of the award.
 - If the winning project has more than one participating entity --- for example, a university and a public history institution collaborating on one project --- a plaque is awarded to a representative of each of the participating institutions.

- Recommendations for Future Procedure:
 - Two Prizes should be awarded when there is sufficient cause:
 - Background: The 2012-2013 Public History Committee received two nominations. Both were excellent, but one was a project with a small budget and the other was a project with a very large budget, thus making it difficult to choose the winner.
 - The Committee's solution: Create two categories for nominated projects, one for projects with a smaller budget and one for a larger budget.
 - Add to the Call for Nominations a requirement that nominated projects include:
 - promotional materials
 - a description of the audience (numbers of people served by the project, geographic distribution, age range, etc.)
 - a project budget.
- 3) Follow-up Responsibilities of the Committee Chair
 - The Chair should follow the procedures outlined in the Introduction to all Prize Committees for informing the winner, the Secretary-Treasurer, and the Archivist, and for reporting to the Executive Council, writing the citation, and presenting the award at the Spring Conference.
 - By February 15, the Chair also submits to the Editor of the *Newsletter*, the Secretary-Treasurer, and the Archivist a short description of each project nominated for the award. These are to be published in the Spring issue of the *Newsletter*.

Teaching Award Committee

A. Common Responsibilities of All Prize Committees:

- For essential information concerning the responsibilities of every Prize Committee, see above, in the Introduction to all Prize Committees, the critical list of “Common Responsibilities” they share.
- The following description highlights the *unique* characteristics of the Teaching Award Committee.

B. Origin and Overview of the Award:

- The Teaching Award Committee was established by the Academy in 1980. Its first award was presented in 1981.
- According to Article VII, Section 3 of the Academy Constitution, the Teaching Award is intended to “recognize excellence in the teaching of history.”

C. Composition and Mandate of the Committee: According to Article VI, Section 7 of the Constitution, the committee, “which is composed of at least three members,” selects the “winner(s) of the Academy’s award for excellence in the teaching of history.”

D. Call for Nominations: Although the General Editor of the *Newsletter* is responsible for revising and updating the Calls for Nominations, the Chair of the Committee should be aware that the Call:

- Explains that the award is also popularly known as Ohio’s “College Teacher of the Year” award.
- Outlines the Requirements for Eligibility:
 - The award recognizes faculty in mid- or late career who have demonstrated a sustained commitment to teaching and service in Ohio.
 - The winner of the award does not have to be a member of the Academy. If the winner is not a member, however, the Chair should consider asking him/her to become a member.
- Explains the Procedure for Submitting Nominations:
 - The committee accepts nominations from individual members of the Academy as well as from departments.
 - In nominating a faculty member, a letter of nomination, with supporting evidence, should be sent to the Chair of the Committee by the November 1 deadline.
 - Documentation in the form of a teaching portfolio must be provided (in electronic format). Such documentation should include course syllabi, examination questions, paper assignments, student evaluations, peer evaluations, a statement of teaching philosophy, and any other evidence of a sustained record of impact on students.

- Provides a list of all members of the Teaching Award Committee, their institutional affiliations, and their email addresses.
- Further Informs the Nominator that:
 - Nominators are welcome to seek the help of previously nominated faculty in putting together the nominee's teaching portfolio.
 - Because the committee is cognizant of the work involved in putting forward nominations for the teaching prize, each nomination is kept on file and considered annually by the committee for at least three years following the initial nomination (assuming the nominee does not win the prize in the first or second year).

E. Committee Procedures and Duties:

- 1) Publishing Notice of the Competition: Former Chairs have made the following recommendations for encouraging nominations:
 - Contacting department chairs directly has proven successful in the past. To reach history department chairs:
 - Using a form letter based on the Call for Nominations, directly email department chairs at institutions across the state, especially those who have some track record of involvement in Academy activities.
 - Start by contacting the large state universities and then work through the private and religiously affiliated colleges and the community colleges throughout the state.
 - Encourage Phi Alpha Theta chapters to suggest professors deserving of nomination.
 - Consider requesting the Executive Council to extend the deadline to December 1, if further nominations are deemed essential.
 - Divide up the work among the members of the committee, so that the Chair does not take on everything.
- 2) Reviewing Submissions and Determining the Winner(s):
 - The Chair forwards the letters of nomination and documentation to the other members of the Committee.
 - The Chair establishes a deadline for evaluating the materials.
 - Rather than meeting face-to-face, to assess the candidates and determine the winner, the members of the Committee communicate via email or by conference call.
- 3) Follow up to the Decision: The Chair should follow the procedures outlined in the Introduction to All Prize Committees for informing the winner, the Secretary-Treasurer, and the Archivist, and for reporting to the Executive Council, writing the citation, and presenting the award at the Spring Conference.