

UNIVERSITY DISTINGUISHED PROFESSOR NOMINATION AND REVIEW GUIDELINES 2015-2016

I. Process & Timelines

August 2015	Through the Dean of Faculties, the Provost requests Deans and the Executive Committee (EC) of University Distinguished Professors (UDP) begin nomination proceedings within their college
<i>By</i> September 15, 2015	The Provost will appoint the Awards Committee of the University Distinguished Professors. Membership of the Awards Committee will be composed by six University Distinguished Professors serving staggered two-year terms. Half shall be appointed by the EC, and the other half shall be appointed by the Provost. The members of the Awards Committee must be from six different colleges/schools, and any member must not be reappointed for two years after their term is finished. The members of the Awards Committee will select their chair annually. No award shall be given to an individual if the Awards Committee does not make a positive recommendation; however, the Provost makes the ultimate determination of who shall be granted the award.
<i>By</i> November 2, 2015	Individual deans and the UDP Executive Committee submit their nominations to the Awards Committee through the Dean of Faculties. All nominators must seek the advice and include a written endorsement, if those asked concur, from a body representing all UDPs of the nominee's college/school. Colleges with few or no UDPs may seek advice and endorsement from UDPs from other colleges.
<i>By</i> January 29, 2016	The Awards Committee makes its recommendation to the Provost through the Dean of Faculties
<i>By</i> February 29, 2016	The Provost announces her final decisions
<i>By</i> Late April 2016	University Distinguished Professor Honor becomes effective

II. Entitlements

- A. Award winners will be named *University Distinguished Professors* but will also keep their current titles and ranks; i.e., *Professor of 'Academic Department.'* Existing Distinguished Professors can add the "University Distinguished Professor" title and continue to use their current *Distinguished Professor* title and rank.
- B. The title is bestowed forever.

III. Eligibility Criteria

- A. The number of nominations may vary extensively in a given year, but the number of awards will not exceed five (5) awards in the 2015-2016 award cycle.
- B. To be eligible for the title of University Distinguished Professor, the candidate will have made one or more seminal contributions that are widely recognized to have redirected scholarship in the relevant field.
- C. The impact of the seminal contribution will result in the candidate being recognized as a pre-eminent world authority in his or her field.

** *Semina* implies that the work was a substantial intellectual leap forward, rather than an incremental extension of existing knowledge.

- D. These types of accomplishments are likely to be exemplified by an outstanding teaching and mentoring record, leading to a cadre of outstanding academic descendants, and by major national and international awards. It is recognized that individuals with unique career paths, or fields with few or no awards, may provide other indicators of intellectual leadership within their field and the Texas A&M University System.
- E. Candidates normally will be recognized by peer statements to be among the most pre-eminent active individuals worldwide in their area of research or scholarship. A minimum of ten letters of evaluation from leaders in the field is required. At least four of the letters should normally be from distinguished foreign academics. The letters should confirm that candidates meet these standards above and strongly endorse the University Distinguished Professor designation.
- F. Candidates should normally be active faculty members at Texas A&M University for a minimum of one year before consideration for the title of University Distinguished Professor begins.
- G. Candidates may hold administrative assignments, but administrative competency will not be evaluated as a basis for qualification.
- H. The following, in themselves, are insufficient to qualify for the University Distinguished Professor designation:
 - a. A substantial and sustained record of high quality research productivity;
 - b. Testing, applying and/or implementing original work done by others. In addition, successful candidates will show evidence of intellectual leadership within their chosen field.

IV. Organization & Submission Guidelines for Departments & Colleges

- A. Submit two (2) copies of each candidate's nomination package (hardcopy), plus one (1) electronic copy (PDF format sent saved on a flash drive included with packages) to the Dean of Faculties (108 YMCA Building, 1126 TAMU) by the deadline shown in the File Submission Timeline.

V. Dossier Organization and Preparation

- A. Fill out a Dossier Cover Sheet for Nomination for Distinguished Professor. An explanation of each item appears below (Dossier Items section). The Dossier Cover Sheet can be found on the [University Distinguished Professor](#) page of the Dean of Faculties website.
- B. Create divider tabs to label and separate each individual section (item) of the candidate's dossier.

For Hardcopy Packages

- a. Please ensure that each dossier submitted to the Dean of Faculties Office contains the materials listed on the cover sheet.
- b. Place each candidate's dossier in a separate folder. (Do not use a ring binder or other type of enclosure.)
- c. Clearly mark the folder with the candidate's name and department. Supporting materials such as copies of articles should not be included, but maintained in the college in case they are requested during the Provost's review.

For the Electronic Copy

- a. Save the electronic copies of the dossiers on a flash drive, and forward with the hard copy files.
- b. The **pdf** should include all of the material included in the hard copy, including a Dossier Cover Sheet for Nomination for Distinguished Professor for each candidate, and all the items listed in the Dossier Cover Sheet. Please do not scan incomplete files.
- c. Supporting materials, such as copies of articles should not be included in the electronic copy.

DOSSIER ITEMS

Item 1. Nominator's Statement on Quality and Impact of the Candidate as a Scholar

The nomination should convey in a concise way that the nominee:

- A. Is considered Pre-eminent in his or her own field (at a minimum, this is indicated when the candidate is among the top 2-5% of active researchers in his or her area of research or scholarship on an international basis).
- B. Has made at least one Seminal Contribution (i.e. the work caused a substantial intellectual leap forward in the discipline rather than an incremental extension of existing knowledge).
- C. Has had a Major Impact (i.e. his/her work is central in any narrative of the field, and he/she is widely recognized to have redirected scholarship in the field).

Item 2. The Candidate's Complete Curriculum Vita

- A. Refereed publications (or other types of creative works) should be listed separately from those that were not refereed, and the lists captioned accordingly.
- B. Complete documentation should be provided for each citation, including a date of publication and inclusive page numbers.
- C. Items that have been accepted but not yet published should be so labeled. Items that have been submitted, but not yet accepted, should not be shown unless they appear in a separately captioned list.
- D. It is strongly encouraged that if any coauthors are the candidate's graduate students (past or present), they are delineated in such a manner that this relationship is discernible.
- E. Amounts of funded research, where relevant as evidence of research performance, should be specified along with the role of the candidate in the project (e.g., principal investigator, co-principal investigator, etc.)
- F. List any major invited presentations and major awards won. For awards, include a brief description of the selectivity and process for winning such an award.

Item 3. Current and Former Students' Information and Recommendations (if applicable)

- A. List all graduate students currently and formerly chaired or co-chaired by the candidate (from Texas A&M University or any other institution). For students who have graduated, their current position should be noted, where possible.
- B. Letters of recommendation from former graduate students may also be included in this section. If such a letter is included, it must also include a short, less than 500 word, biographical paragraph on the author of the letter.
- C. If working with graduate students has not been the norm for this candidate's career, then either state so in this section, or present data from other individuals who have been directly mentored by the candidate.

Item 4. Evaluations of the Candidate's Contribution as a Texas A&M University Faculty Member

- A. This evaluation reports on the candidate's contributions to his/her department or program, as well as to the university at large. The report can be written by anyone familiar with the nominee, but authorship of the report should be made clear.
- B. Subsequent reviewers should be able to find documented evidence for statements made in the report.
- C. Letters of testimonial from colleagues or students (other than the former graduate student letters described in Item 4) should *not* be included among the evaluative reports, but should be placed with Item 8: "Other Materials." (The solicitation of such letters, either by the candidate or by the department, is generally regarded as an inappropriate practice, and one to be avoided).

Item 5. Outside Reviewers' Letters

Please carefully review the posted **EXTERNAL LETTER SOLICITATION REQUEST Sample**. Nominating units should ensure that all elements noted in the sample letter are being requested and gathered for the nomination file.

- A. The nominee may provide a list of individuals who might be solicited for recommendations.
- B. There should be a minimum of ten outside reviews in the dossier. The reviews must be from distinguished academics. The credentials and qualifications of the outside reviewers should be discussed briefly in the Nominator's Statement on Quality and Impact of the Candidate as a Scholar.
- C. At least four reviews must be from academics working outside of the United States and at least six reviews must be from academics working in the United States. (Academics with distinguished substantive careers both in national and international settings may be counted as either national or international).
- D. Reviewers should be individuals at universities of high repute, similarly ranked and distinguished scholars in the field of the candidate (or a closely related field). The preference is for letters from scholars who would be qualified to hold the same rank and distinction as the candidate if they were at Texas A&M.
- E. The external letters should specifically address whether the nominee meets three critical criteria:
 - a. Be considered Pre-eminent in his or her own field (at a minimum, this is indicated when the candidate is among the top 2-5% of active researchers in his or her area of research or on an international basis).
 - b. Has made at least one Seminal Contribution (i.e. the work caused a substantial intellectual leap forward in the discipline rather than an incremental extension of existing knowledge).
 - c. Has had a Major Impact (i.e. his/her work is central in any narrative of the field, and he/she is widely recognized to have redirected scholarship in the field).
- F. Copies of written requests made for outside reviews must be included in this section of the dossier. The letter should also include the following statement:

Your letter will be kept confidential; however, under Texas law your letter may be relinquished through an open records request.

Item 6. College-Level Faculty Review (University Distinguished Professors)

- A. All nominators must seek the advice and include a written endorsement, if those asked concur, from a body representing all UDPs of the nominee's college/school. Colleges with few or no UDPs may seek advice and endorsement from UDPs from other colleges. In the event of a nomination the Executive Committee (EC) of the UDPs, a subset of the ECDP members will provide the written endorsement.

Item 7. Awards Committee Report and Recommendation

- A. This section should include the evaluative report and recommendation of the Awards Committee to the Provost.
- B. Membership of the Awards Committee will be composed by six University Distinguished Professors serving staggered two-year terms. Half shall be appointed by the Executive

Committee of Distinguished Professors, and the other half shall be appointed by the Provost. The members of the Awards Committee must be from six different colleges/schools, and any member must not be reappointed for two years after their term is finished. The members of the Awards Committee will select their chair annually.

- C. No award shall be given to an individual if the Awards Committee does not make a positive recommendation; however, the Provost makes the ultimate determination of who shall be granted the award.
- D. The report provided must summarize the major considerations which were a factor in determining the members vote of pro or con, and should include an itemization of the vote counts (“yes” and “no” votes only; there should be no absent or abstaining votes).

Item 8. Other Materials and Documentation

- A. This section may include any materials deemed pertinent to the case that cannot be appropriately placed elsewhere. These might include, for example, letters from students or peers that were not part of a structured evaluation process. Letters from Texas A&M faculty members should also be placed in this section.
- B. Supportive materials such as portfolios (if utilized) and copies of books or articles should be retained in the college, and not sent to the Office of the Dean of Faculties.

VI. Submission of Biographical Materials

Please submit the following items by the dates on the File Submission Timeline.

- A. Biographical Paragraph. A 250-word paragraph in Word format on each of the candidates being considered for recommendation for University Distinguished Professor. The paragraph should include the following information, in this order:
 - 1. Name
 - 2. Terminal degree, year, and institution
 - 3. Year they joined the Texas A&M faculty
 - 4. Area(s) of specialty
 - 5. Description of his/her contribution to the scholarship in the candidates field (“bragging points”)
 - 6. Any notable honors or awards received
- B. Digital Photograph. For best results, the photograph should be a head or upper-body shot in which the head is 1” high. Digital photos should be of high quality with a minimum of 300 dpi.

Please email the biography and photo to Megan Smith (megan.h.smith@tamu.edu).

If you have any questions about these guidelines, please contact Dr. Blanca Lupiani, Interim Dean of Faculties and Associate Provost (blupiani@tamu.edu or 979-845-4274).