



Professorship Policy: Procedure for Awarding Endowed Professorships

This policy outlines procedures that will be used to fill open chair positions and assign endowed professorships within the Springfield Research University.

The University has a variety of professorships that are designated for: (a) faculty in individual departments and (b) faculty in multiple departments. Open professorships may be awarded to individuals who are (1) currently on the SRU faculty or (2) to candidates recruited to SRU who have been identified through a national search process. The processes for selecting the awardee differ in these circumstances:

Awarding of Professorships to Current SRU faculty

A committee of senior faculty within the unit (department or faculty, as appropriate) will be appointed to receive and review nominations for an open professorship. These committees may include faculty who hold professorships themselves, although this is not required. A notice of an open professorship will be sent to all faculty within the eligible unit (department(s) or faculty). This notice will provide the criteria for eligibility and will solicit nominations and deadlines for submitting materials. Self-nominations are acceptable. Members of the review committee are not eligible.

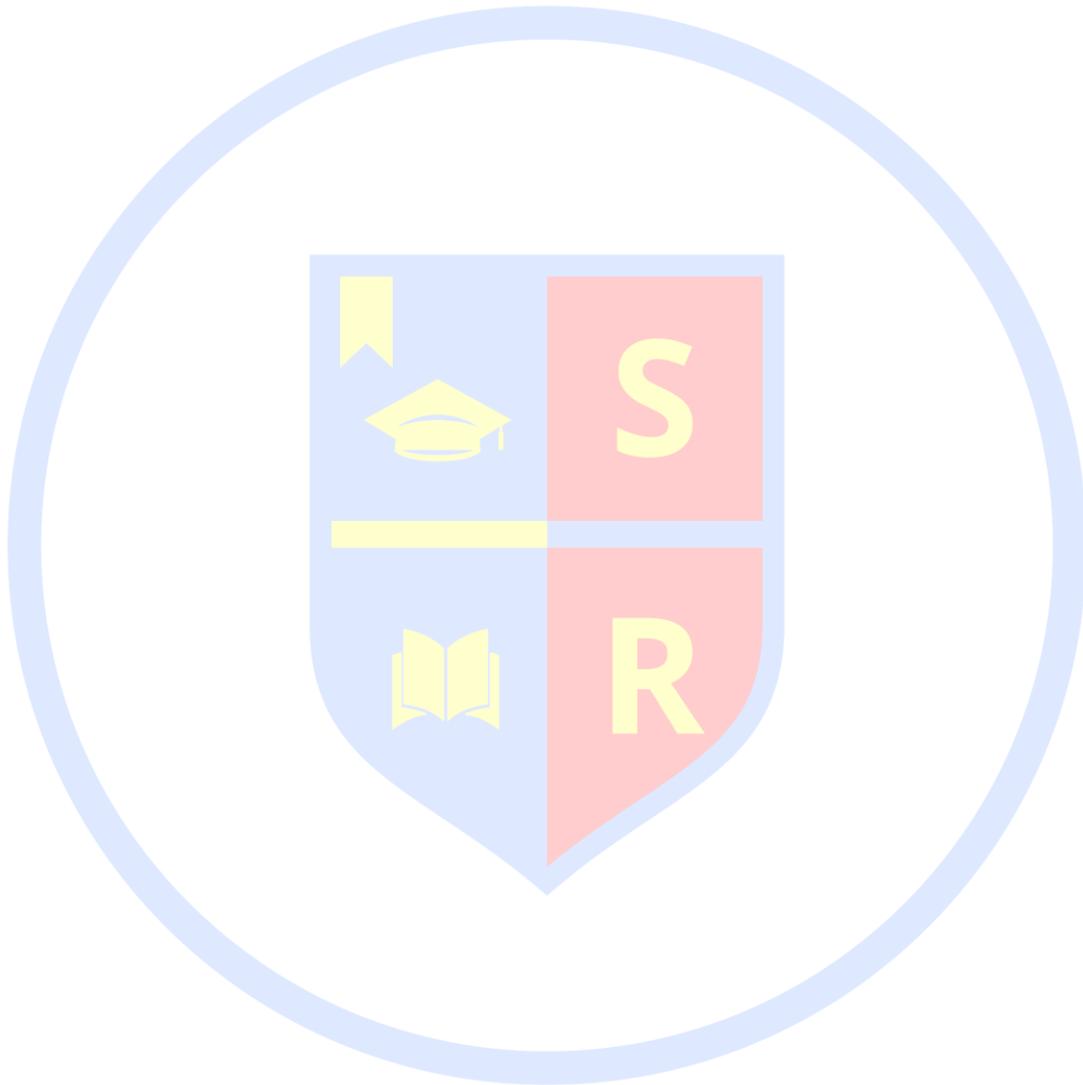
Required nomination materials include a cover letter by the nominator, the CV of the candidate, and a summary of ongoing research and teaching accomplishments and service activities. A list of potential external reviewers for the nomination should be included. If criteria include teaching, letters should be solicited from former students. In addition to the list(s) of potential reviewers submitted by the nominator, the committee may/should solicit additional letters from external reviewers and former students. The committee will review and rank acceptable candidates, and state if any are not acceptable. A written report summarizing the ranking and strengths of the candidates will be submitted to the Dean.

The Dean will make the final selection, based on the input from the review committee. The Dean's recommendation will be communicated to the Provost. Upon approval by the Provost and the University President, the awardee will be notified and a broadcast announcement will be made about the named professorship.

The awardee will meet with the Registrar to complete paperwork for the appointment and for briefing on budgeting, allowed expenditures, and reporting, in compliance with university procedures and policies.

Awarding of Professorships in Conjunction with Faculty Searches

When a faculty search is approved by the Faculty and the Office of Academic Affairs, there maybe a search in a specific area and at a rank appropriate for an open professorship.



The faculty search will proceed according to university policy. Review materials needed for the professorship selection are gathered as part of the normal search process (e.g. cover letter by the nominator, the CV of the candidate, a summary of ongoing research, teaching and funding, and a list of references). Letters will be solicited from references if they are not already available.

After on-institute interviews with finalists, the department will review and rank candidates, and a report summarizing the ranking and strengths of the candidates will be submitted to the Dean. If there is an open professorship with agreement terms that are appropriate for the candidate (rank/area), the department may request that a professorship be offered to recruit the candidate. A recorded vote of the faculty must accompany the request. If approved, the offer to the candidate of choice will include the professorship.

Upon acceptance of a faculty appointment and approval of the professorship by the Provost and University President, the awardee will be notified and a broadcast announcement will be made about the named professorship. The awardee will meet with the Registrar to complete paperwork for the appointment and for briefing on budgeting, allowed expenditures, and reporting.

Policy and Procedure Governing Appointments to Distinguished Professorships

The appointment of a faculty member to a Distinguished Professorship at the Springfield Research University constitutes the highest honor that can be accorded to a member of the professorate. It is important, therefore, that regularized policies and procedures govern such appointments.

1. General Criteria and Definitions

The following are criteria, demanding accomplishments and contributions beyond the authoritative knowledge, stature, and service expected of a full professor in any faculty.

A. Distinguished University Professor

Such a designation recognizes eminence in several fields of study, transcending accomplishments in and contributions to a single discipline. Further, national and, where appropriate, international recognition in at least one field is required. The basic performance criteria and expectations for Distinguished University Professors normally are established by the department chair and the dean of the faculty in which the professor holds tenure. By nature of their appointment as Distinguished University Professors, these individuals also are expected to make special contributions to the intellectual advancement of their home departments and faculties and to the intellectual advancement of other departments or faculties and to the institution as a whole. Distinguished University Professors are appointed by the University President on the recommendation of the Provost. The availability of such positions is infrequent, determined in individual cases, and dependent solely upon the above expectations and criteria.

B. Distinguished Professor

Such a designation recognizes extraordinary, internationally recognized, scholarly attainment in an individual discipline or field. The basic performance criteria and expectations for discipline- or field-based Distinguished Professors normally are established by the department chair and the dean of the faculty in which the professor holds tenure. By nature of their appointment as Distinguished Professors, these individuals are expected to make special contributions to the intellectual advancement of their home departments and faculties, as well as to the institution as a whole. Distinguished Professors are appointed by the University President on the recommendation of the Provost. The availability of such positions is infrequent, determined in individual cases, and dependent solely upon the above expectations and criteria.

C. Distinguished Service Professor

Such a designation recognizes distinctive contributions and outstanding service (e.g., professional, regional, national, international) to the University community in support of its multi-faceted teaching/research/service mission, as well as performance excellence in the faculty member's department or faculty and national stature in his or her discipline or field. Infrequently awarded by the University President on the recommendation of the Provost and, the basic performance criteria and expectations for Distinguished Service Professors are established by the department chair and dean of the faculty in which the faculty member holds tenure. This designation is normally reserved for senior faculty who have established a record of distinguished service within and for the University.

D. Endowed Chairs and Professorships

Such designations recognize eminence in a field of study that reflects outstanding contributions to a discipline. National and, where appropriate, international recognition in a field is expected. The basic performance criteria for faculty members holding endowed chairs are established by the appropriate department chair and dean. Appointments to endowed chairs or professorships are made by the University President on the recommendation of the Provost and, when the nominee's principal appointment is in one of the faculties. The availability of such positions is dependent upon external support.

2. Materials Required for Consideration

The supporting dossier must include:

A cover letter from the relevant dean or institute director making the nomination. This letter should set forth the record of achievement upon which the nomination is based and indicate that there has been appropriate faculty consultation in the nomination process.

The nominee's current curriculum vitae.

Letters of support from faculty and other colleagues at the University and other institutions assessing the candidate's record of achievement.

3. Appointment

Each appointment is limited to the faculty in which the faculty member holds tenure.

All recommendations for appointments as Distinguished University Professors, Distinguished Professors and Distinguished Service Professors will be reviewed by a group of distinguished faculty appointed by the Provost in consultation with the University President. Appointments most often have been made for an indefinite term. However, there may be instances where a limited term, with or without the possibility of renewal, may be desirable. The President and Provost, as well as the dean or institute director making the nomination, may identify instances where limited terms are appropriate. All appointments are made with the expectation that professional performance will be maintained at a level appropriate for the distinguished appointment.

The advancement to one of these prestigious appointments will not alter the manner in which salaries, teaching assignments, and academic matters are determined in the faculty member's department and/or faculty.

4. Reward and Recognition

A separate salary adjustment consistent with the appointment to a distinguished professorship is determined by the appropriate dean. This adjustment is over and above what is available to the dean in the annual salary pool. An annual allocation of funds by the appropriate dean should be made to support the faculty member's professional activities, to be expended by the faculty member in accordance with university policies.

To mark the occasion of the appointment, the individual is expected to present an inaugural lecture at which time he or she will be presented with a special medallion commemorating the occasion. Where appropriate, the individual also may be asked to represent the University at distinguished academic events.

Recommended for Inclusion in the Dossier

A comprehensive cover letter from the relevant dean or institute director making the nomination. This letter should include, but not be limited to (a) reasons for the nomination; (b) criteria for selection; (c) the process of selection, indicating that there has been appropriate faculty consultation in the evaluation process; (d) the record of achievement upon which the nomination is based; (e) a statement of the candidate's likely (predicted) productivity and directions for the future; (f) a statement describing the professional standing of the external referees, their relationship to the candidate (if any), and why they were chosen; and (g) a list of names and addresses of an additional four or five referees who the distinguished faculty committee might contact if more information is needed.

The nominee's current *curriculum vitae*.

Personal statements from the candidate on his or her research, teaching, and service activities. Letters of support from faculty and other colleagues at the University and other institutions assessing the candidate's record of achievement. Ten to twelve letters of reference from internationally, nationally, or regionally recognized experts.

A. Letters of external review generally should be solicited from scholars who are arm's length from the candidate, excluding former advisors, co-authors/co-editors, research collaborators,

and current/former colleagues. When this is not possible or feasible as, for example, in a new or emerging field of study, an explanation should be provided in the dossier.

B. The preponderance of external letters should be from scholars at distinguished rank, named chairs, or similar titled professorships. When this is not possible or feasible, an explanation should be provided in the dossier.

If a faculty committee was involved in the recommendation, a copy of that committee's report should be included.

Addendum

Suggested Distinguished Service Professor External Referee Template Letter

Dr. _____, Professor of _____, Faculty of _____, has been nominated for recognition as a Distinguished Service Professor. We are writing you to ask you to comment on Dr. _____'s professional service and scholarly accomplishments and to provide us with your assessment of [his/her] stature in the field. This designation is normally reserved for senior faculty members who have established a record of distinguished service within and for the University and/or the candidate's field or discipline.

The following statement with respect to the rank of Distinguished Service Professor may be helpful as a framework for your comments; it has been excerpted from our university's policy statement governing appointments to Distinguished Professorships (the complete policy statement is enclosed):

Such a designation recognizes distinctive contributions and outstanding service (e.g., professional, regional, national, international) to the University community in support of its multi-faceted teaching/research/service mission, as well as performance excellence in the faculty member's department or faculty and national stature in his or her discipline or field. This designation is normally reserved for senior faculty who have established a record of distinguished service within and for the University.

For purposes of awarding this distinction, a candidate's "stature" is based on both his or her scholarship and leadership/service contributions. Leadership/service contributions are those that contribute (1) to the academic mission of the Springfield Research University, (2) the candidate's field or discipline, or (3) both the Springfield Research University and the candidate's field or discipline. In applying these criteria, we place particular emphasis on determining the substantive impact of the candidate's service contribution to advancing the academic mission of the University or to advancing the candidate's field or discipline nationally and internationally.

With this in mind, your specific assessment of these contributions would be greatly appreciated. It would be particularly helpful if you could compare Dr. _____ with outstanding individuals of similar distinguished professorships or named professorships at

your own university, and at other universities with which you might be familiar.
A copy of Dr. _____'s curriculum vitae is enclosed to aid in this assessment.

