

## **DISTINGUISHED PROFESSOR GUIDELINES**

(Adopted by CAD October 2, 2018)

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These guidelines establish criteria and procedures for nominating and selecting Distinguished Professors at the University of Utah in conformity with University Policy 6-300(III)(B)(3)(d)(i).

### **I. OVERVIEW**

- A. The rank of Distinguished Professor is reserved for selected faculty members whose achievements exemplify the highest goals of scholarship and research as demonstrated by recognition accorded to them from peers with national and international stature, and whose record includes evidence of a high dedication to teaching and mentoring as demonstrated by recognition accorded to them by students and/or colleagues.
- B. Candidates recommended for distinguished professor status must have a record of accomplishments in accordance with the following university-wide criteria:
1. A record of distinguished performance in research or creative work;
  2. A record of dedication in both classroom teaching and supervision of individual learning;
  3. A record of committed service to the profession.
- C. The very nature of the title Distinguished Professor implies that there will be a limited number of faculty members holding this title. The honor is intended to signify a select group of faculty members, ordinarily no more than six annually, who are leaders in their respective fields as attested to by national and/or international recognition and achievements. A person should not be recommended to Distinguished Professorship unless they are a member of the faculty who has completed five years of service at the University of Utah prior to the nomination.

### **II. CRITERIA**

- A. A record of distinguished performance in research or creative work. The professor's work has received national and/or international recognition and the professor has had a major impact by changing, or greatly influencing the direction of their field.

Possible ways to demonstrate exceptional achievement, merit, and impact may include:

- Major prizes and awards, membership in honorary academies and societies, and election to fellowship in professional societies indicate that the nominee is considered a leading member of the discipline by their peers. Significant awards and prizes within a particular subfield also signify distinguished performance and impact.
- Publication in journals or presses rated at the top of that field and substantial peer citations to those publications; for artists, exhibitions or performances in prestigious venues.

- Selected reviews of major publications or performances, as appropriate.
  - If applicable to the field, extramural funding or grants.
- B. A record of excellence in both classroom teaching and supervision of individual learning. The latter may include direction of undergraduate research and independent study, graduate research, theses, dissertations, clinical education, and mentoring.

Possible ways to demonstrate exceptional achievement, impact, and merit may include:

- Awards or prizes for teaching and/or mentoring achievements.
- Some or all of the following: development of innovative new courses; development of new clinical techniques; curriculum revision; interdisciplinary teaching; or larger projects to improve pedagogy; innovative syllabi; websites; other instructional materials; or teaching-related grants.
- A description of the professional accomplishments of former undergraduate and/or graduate or professional students supervised by the nominee, including their current occupation and position.

- C. A record of leadership and commitment to professional service.

Possible ways to demonstrate exceptional achievement, impact, and merit may include:

- Leadership positions and membership in international or national professional or honorary organizations, entities, societies, and committees, and descriptions of accomplishments traceable to the nominee and impact the nominee has had within the group.

### III. PROCEDURES

- A. The nomination and selection of Distinguished Professors will occur annually.
- B. The process is non-prejudicial for those not selected in any year. Nominations remain active for three years, during which time the original nominator will be contacted for any updates regarding significant changes and accomplishments. After three years, the nominee must wait an additional two years before becoming eligible for re-nomination, unless an exception is requested by the committee for highly competitive candidates.
- C. All nominations are submitted to the Senior Vice President for Academic Affairs. The deans of the appropriate colleges and the chairs of the appropriate departments will be notified of any nominations made from their colleges and departments.
- D. Nominations shall consist of (1) a nomination letter, (2) a current CV, and (3) names, postal and email addresses, and a one-paragraph bio for six potential reviewers.
1. Nomination letter:
    - a. The nomination letter should address in separate sections the university-wide criteria for accomplishments in the following three areas:
      - A record of distinguished performance in research or creative work;
      - A record of excellence in both classroom teaching and supervision of

- individual learning;
      - A record of leadership and committed service to the profession.
    - b. The nomination letter should make clear to people in other disciplines the metrics, standards, and measures of excellence used within this field. It is important to explain what specific achievements constitute a distinguished record and what accomplishments indicate that this nominee is at the top of their field. This letter is especially important in professional and performance-based fields.
    - c. If honors and awards are cited, the nomination letter should explain the nature and context of such honors within the field and how these contribute to and distinguish the nominee's record of achievements compared to peers.
    - d. If the nominee's record includes grants with multiple investigators or publications with multiple authors, the letter should explain their individual and pivotal role. The letter may also clarify the forms or media through which scholars typically publish or present in the candidate's field, including the role and distinctive impact of different kinds of publications and creative works.
    - e. The nomination letter should explain if the nominee has not been able to train graduate students due to the nature of the field or program at the University of Utah.
2. Curriculum Vitae: The CV should include academic preparation and professional history, list of awards and professional recognitions, list of publications, list of creative works, grants and research awards if appropriate, teaching history, and professional service.
3. Reviewers: A list of reviewers, including names, postal and email addresses, and a one-paragraph bio for six potential reviewers must be provided.
  - At least four of the six reviewers must be prominent scholars or artists in the field who will assess the scholarly or artistic contributions and impact. Letters should be from outstanding scholars or professionals in that field, normally senior people working at excellent institutions in this country and abroad. The letters should describe the nominee's standing in their area of specialization and in the broader field. None of the reviewers in this category should be former advisors or former or current students.
  - One reviewer may be someone who can describe the impact of the nominee's teaching/supervision/mentoring.
  - One reviewer may be someone who can assess the candidate's professional service contribution.
- E. In order to support the nomination process and make recommendations for Distinguished Professor appointments, the Senior Vice President will appoint a Distinguished Professor Advisory Committee.
1. The Distinguished Professor Advisory Committee will consist of nine Distinguished Professors representing various disciplines across the entire university drawn from the following college groupings:
    - a. two from the Colleges of Fine Arts, Architecture + Planning, Humanities, Law Cultural and Social Transformation, or Libraries;
    - b. two from the Colleges of Social and Behavioral Sciences, Education, Social Work, Business, or Health;

- c. two from the Colleges of Engineering, Mines and Earth Sciences, or Science; and
  - d. two from the Colleges of Medicine, Nursing, Dentistry, or Pharmacy.
  - e. In addition to the eight members described in a. through d., one at-large member from any college will be selected. Ordinarily no more than one member from the same college will sit on the committee at any one time.
2. Any Distinguished Professor can nominate other Distinguished Professors or can volunteer to serve on the committee. The Senior Vice President will make the selection of the committee and will endeavor to have the committee reflect diversity within the university.
  3. Committee members will serve for two years. One member from each college grouping will be replaced annually.
  4. The Committee is given charge to complete the following three tasks:
    - a. Promote a broad and diverse pool of nominees.
      - Create a list of potential nominees from departments and/or colleges that are underrepresented among the Distinguished Professors.
      - Contact colleagues in their group of colleges to encourage a broad and diverse set of deserving nominees.
      - Assist nominators, where deemed necessary, in preparing a strong nomination.
      - Review nominations from the prior selection year and approve eligible repeat nominees for exceptions to the three-year eligibility rule.
      - These activities shall be completed consistent with a call for nominations usually by **September 15** of each year and a deadline for nominations usually no later than **November 1**.
    - b. Create a short list of candidates for whom letters of reference will be solicited.
      - Select a subgroup of nominees based on the university-wide criteria, no greater than twelve, for whom reference letters will be solicited and who will then be presented for final selection. The committee will be provided with the nomination file and curriculum vitae for review for each nominee.
      - Forward the committee's recommendations to the Senior Vice President usually no later than **December 15** so that the Senior Vice President can solicit letters to be included in the nominee's packet.
    - c. Make recommendations to the Senior Vice President for new Distinguished Professors.
      - Review all of the nomination packets of the nomination finalists.
      - The nomination packets will include the nomination letter, a CV, and up to six letters of reference as described above.
      - At a meeting of the Distinguished Professors Advisory Committee, each candidate's nominator will be given an allotted time to answer questions from the committee about the nomination.
      - At the conclusion of the discussion of all candidates, the committee will rank all candidates.
      - The committee will provide recommendations to the Senior Vice President usually no later than **March 1**.
- F. The Senior Vice President for Academic Affairs will confer with the Senior Vice President for Health Sciences and the President on the recommendations.

- G. Recommendations approved by the President will be sent to the Academic Senate and the Board of Trustees for appropriate action.

#### **IV. TIMELINE FOR NOMINATION AND REVIEW**

- A. Call for nominations will be issued usually no later than **September 15**.
- B. Nomination letters and curriculum vitae must be submitted for any candidate by a deadline selected by the Senior Vice President, which usually will be no later than **November 1**.
- C. The Distinguished Professor Advisory Committee will forward a short list of twelve finalists usually no later than **December 15**, at which time reference letters will be requested.
- D. The committee will forward its recommendations to the Senior Vice President usually no later than **March 1**.
- E. A final decision selecting Distinguished Professors will be made by the Senior Vice President, usually no later than **March 31**.