



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.1301

DIVISION: Academic Affairs

TITLE: University Distinguished Professor Selection & Appointment

DATE: October 25, 2002

REVISED: December 14, 2010

Authorized by: A. Gordon Emslie, Provost and VPAA

I. Purpose and Scope

The University Distinguished Professorship program is designed to recognize faculty members who have served the University with distinction and have compiled an outstanding record of achievement in teaching, research, and service. By providing additional support for their work, the program seeks to enable recipients to pursue more professional opportunities and to increase the leadership role of these faculty at Western Kentucky University.

II. Policy

A. Eligibility

1. To be eligible for appointment as a University Distinguished Professor, a faculty member must have:
 - a. held the rank of professor for at least five (5) years;
 - b. completed 10 or more years of service to Western Kentucky University; and
 - c. compiled a record of sustained achievement in teaching, research/creativity; and service.
2. Department heads, chairs, directors, and area coordinators are eligible for appointment. Individuals holding University Distinguished Professorships who are promoted into administrative positions of Dean or higher will retain the title of University Distinguished Professor but will not receive the annual stipend or the professional development funds.

B. Terms of Appointment

University Distinguished Professors will be appointed indefinitely. For the first five (5) years of their appointment, they will be eligible to receive the benefits described in II.D. UDPs appointed to five-year terms prior to the effective date of this policy will have their UDP status fully restored. Upon full retirement, former University Distinguished Professors will carry the title University Distinguished Professor, emeritus/emerita.

C. Responsibilities

Faculty named as University Distinguished Professors will be expected to:

- a. demonstrate sustained excellence in teaching, research/creativity, and service;
- b. provide leadership for innovative and/or interdisciplinary efforts in teaching/creativity, and service;
- c. conduct annually a faculty seminar and participate in colloquia as appropriate;
- d. serve on at least one major advisory committee in the University; and
- e. provide advice to the President and Provost as requested.

D. Benefits

Faculty members named University Distinguished Professors will receive for each year of the five (5) years of the appointment:

- a. A total annual award package of \$5,000, according to one of the following three options.

Option #	Salary Stipend Amount	Estimated Benefit Amount	Professional Development Funds	Total Package
1	\$0	\$0	\$5,000	\$5,000
2	\$2,000	\$450	\$2,550	\$5,000
3	\$4,090	\$910	\$0	\$5,000

III. Procedure

A. Nomination

1. UDP's will be selected from the Academic Colleges and the University Libraries.
2. Faculty can be nominated for a University Distinguished Professorship by a faculty member, department head/chair, or dean, or they can self-nominate. Candidates must submit a letter indicating acceptance of the nomination with a curriculum vitae and three letters of support. Candidate materials will be:

- a. reviewed by the tenured faculty in the department or discipline and recommendations forwarded to the department head and then the dean for review;
 - b. evaluated by outside peer review through submission of a report from an outside evaluator selected by the Provost and Vice President for Academic Affairs in consultation with the dean and department head;
 - c. recommended by the University Distinguished Professorship Committee to the Provost and Vice President for Academic Affairs;
 - d. recommended by the Provost and Vice President for Academic Affairs for approval by the President and the Board of Regents.
3. Normally, no more than two University Distinguished Professors are appointed during a single year, with a maximum of 10 serving currently at a given time
4. The University Distinguished Professorship Selection consists of
 - a. the deans of the Academic Colleges and the University Libraries;
 - b. one University Distinguished Professor from each college and the libraries or a selected faculty representative if no University Distinguished Professor or former University Distinguished Professor is available from that college. The college deans serve on the committee by virtue of their office. University Distinguished Professors or faculty representatives are appointed by the Provost annually on a rotating basis.The Committee is chaired, in an *ex officio* no-voting capacity, by an Assistant or Associate Vice President for Academic Affairs.
5. Nominees will be kept in the applicant pool for 3 years, unless a specific request is made to withdraw the application. Applicants in the pool will be given an opportunity to update their resumes if they wish to do so.

IV. Related Policies

V. Reason for Revision

The revised timeline (Appendix A) now applies to a general academic years and allows for identification of UDPs prior to the end of the academic year.

Section II.B has been amended to make the appointment permanent and restore UDP status to former UDPs.

Appendix

A. Selection Process Timetable

APPENDIX A

Selection Process Timetable

November 19	Call for Applications/Nominations
December 13	Nominations/letters of intent due to Academic Affairs Acknowledgment letters to nominee/applicants with copy to department head
January 21	Formal application addressing selection criteria with appropriate supporting documentation, and providing three names and addresses for suggested external peer reviewers due in the office of the department head of the nominee/applicant
February 4	Application and supporting documentation submitted to college dean's office, <i>if</i> recommended by majority vote of tenured faculty in the department and <i>if</i> recommended by separate evaluation by the Department Head
February 15	Application, supporting documentation, peer reviewer names and addresses and department recommendations submitted to the University Distinguished Professorship Committee (Academic Affairs Office), <i>if</i> recommended by the College Dean
February 22	External peer review requests sent by Academic Affairs
March 15	Evaluation by external peer reviewer due to University Distinguished Professorship Committee (Academic Affairs).
May 6	Recommendations of the University Distinguished Professorship Committee due to the Provost and Vice President for Academic Affairs.
May 16	Recommendations by the Provost and Vice President for Academic Affairs to President
May 31	Recommendations by the President to Board of Regents for consideration at June Board meeting

Call for Applications/Nominations

Distinguished University Professorship

The Distinguished University Professorship program is designed to recognize faculty members who have served the University with distinction and have compiled an outstanding record of achievement in teaching, research, and service. By providing additional support for their work, the program seeks to enable recipients to pursue more professional opportunities and to increase the leadership role of these faculty at Western Kentucky University.

I. Eligibility

To be eligible for appointment as a Distinguished University Professor, a faculty member must have:

- held the rank of professor for at least five (5) years
- completed 10 or more years of service to Western Kentucky University
- compiled a record of sustained achievement in teaching, research/creative activity, and service

Department heads, chairs, directors, and area coordinators are eligible for appointment. Individuals holding Distinguished University Professorships who are promoted into administrative positions of Dean or higher will retain the title of Distinguished University Professor but will not receive the annual stipend or the professional development funds.

II. Selection Procedure

Faculty can be nominated for a Distinguished University Professorship by a faculty member, department head/chair, or dean, or they can self-nominate. Candidates must submit a letter indicating acceptance of the nomination with a curriculum vitae and three letters of support. Candidate materials will be:

- reviewed by the tenured faculty in the department or discipline and comments or recommendations forwarded to the department head and then the dean for review
- evaluated by outside peer review through submission of reports from two/three outside evaluators selected by the Distinguished University Professorship Committee
- recommended by the Distinguished University Professorship Committee to the Provost/Vice President for Academic Affairs
- recommended by the Provost/Vice President for Academic Affairs for approval by the President and the Board of Regents

Normally, no more than two Distinguished University Professors are appointed during a single year, with a maximum of 10 serving currently at a given time selected from the Academic Colleges and the University Libraries. (Does not include Community College)

The Distinguished University Professorship Selection Committee is chaired by an assistant or associate vice president and consists of the deans of the Academic Colleges and the University Libraries. There will be one Distinguished University Professor from each college and the libraries or a selected faculty representative if no Distinguished University Professor or former Distinguished University Professor is available from that college. The college deans serve on the committee by virtue of their office. Distinguished University Professors or faculty representatives are appointed by the Provost annually on a rotating basis.

Nominees will be kept in the applicant pool for 3 years, unless a specific request is made to withdraw the application. Applicants in the pool will be given an opportunity to update their resumes if they wish to do so.

III. Term of Appointment

Distinguished University Professors will be appointed for a designated term of five (5) years, during which they will be eligible to receive the benefits described below (see V). After the five-year appointment term has been completed, the DUP will retain the Distinguished University Professor title designated with the years of appointment (e.g. Name, DUP, 1996-2001). Upon full retirement, former Distinguished University Professors will carry the title Distinguished University Professor, emeritus/emerta.

IV. Responsibilities

Faculty named as Distinguished University Professors will be expected to:

- demonstrate sustained excellence in teaching, research/creative activity, and service;
- provide leadership for innovative and/or interdisciplinary efforts in teaching/creative activity, and service;
- conduct annually a faculty seminar and participate in colloquia as appropriate;
- serve on at least one major advisory committee in the University; and
- provide advice to the President and Provost as requested.

V. Benefits

Faculty members named Distinguished University Professors will receive:

- A total annual award package of \$5,000 for each year of the five (5) year term.

Option #	Salary Stipend Amount	Est Univ Benefit Amount	Professional Development Funds	Total Package
1	\$0	\$0	\$5,000	\$5,000

2	\$2,000	\$450	\$2,550	\$5,000
3	\$4,090	\$910	\$0	\$5,000

Faculty members may apply or be nominated for a Distinguished University Professorship. Nominations or letters of intent to apply must be submitted to the Distinguished Professorship Committee, Office of Provost and Vice President for Academic Affairs, Wetherby Administration Building, Room 239 by November 20, 2006. Formal applications with supporting documentation will be due in the department head offices by December 11, 2006.

Program Revisions Approved by

Council of Academic Deans

September 10, 2001

Approved by Board of Regents

October 25, 2002