Distinguished & University Professorships

PURPOSE:
The "Distinguished Professor" title recognizes outstanding faculty members who have made substantial contributions to the University and their discipline.

The “University Professor” title recognizes faculty members who have made outstanding scholarly contributions to the University and their discipline over a substantial period of time.

DESIGNATED TITLE:
Distinguished Professor of *(Name of Academic Discipline)*
University Professor

GENERAL SELECTION CRITERIA:
Distinguished and university professors are expected to meet several criteria. University professors will be selected without regard to college/school affiliation or academic program.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Distinguished Professor</th>
<th>University Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility</td>
<td>• Have at least four (4) years of service at Michigan Tech at the rank of Professor&lt;br&gt;• Do not currently hold an endowed position or faculty fellowship</td>
<td>• Have at least ten (10) years of service at Michigan Tech, with at least seven (7) years at the rank of professor</td>
</tr>
<tr>
<td>Recognition</td>
<td>• Noteworthy research and/or creative contributions&lt;br&gt;• A record of invited lectures or performances&lt;br&gt;• External awards, citations, or other high-level commendations</td>
<td>• Exemplary research and/or creative contributions&lt;br&gt;• Major invited lectures or performances at noteworthy sites&lt;br&gt;• Prestigious awards, citations, or other high-level commendations&lt;br&gt;• Previous recognition as a distinguished professor or as the holder of an endowed faculty position</td>
</tr>
<tr>
<td>Leadership</td>
<td>• Contributing to the advancement of their field through the education of students who have been recognized for excellence</td>
<td>• Contributing significantly to the advancement of their field by preparing students who have attained positions of prominence&lt;br&gt;• Strong support from both internal and external colleagues who are recognized leaders in their fields</td>
</tr>
</tbody>
</table>

Eligibility
The candidate must be a current and active member of the faculty with the rank of Professor and... *(see specifics in cells to the right)*

Recognition
The candidate must be a recognized leader in their field. Wide recognition of their accomplishments and acknowledgment of national and international leadership in their research or creative field should be documented by a combination of...

Leadership
The candidate must have a demonstrated record of significant leadership at the institutional level that includes exceeding Michigan Tech’s standards in the areas of teaching, research or creative activity, service, and...
**NOMINATION PROCEDURES:**

**Initial Nomination**
- Faculty members, departments, programs, or schools are eligible to nominate candidates.
- Faculty may self-nominate.
- Deans are not eligible to make initial nominations. Deans will be asked to supply materials for each candidate whose nomination will be advanced out of a college or school for further consideration.

**Support Materials (Dossier)**
All nominations will be accompanied by the following materials:
- Vitae/resume
- Digital Measures (ActivityInsight) “Faculty Activity Report” / Form F
- Nomination letter that addresses the nominee’s qualifications in the areas outlined under General Selection Criteria (above).
- Two (2) additional letters of support, including one from the nominee’s department chair or dean (for colleges and schools, respectively). Each letter should explicitly address the selection criteria.

**Confidentiality**
To avoid disappointment or embarrassment among nominees who are not selected for this honor, it is suggested that nominees not be informed that they are being considered. Individuals writing letters should be asked to keep the nomination confidential.

**Review**
Nominations are submitted to the dean of the academic college or school in which the nominee has their primary appointment. Nominations will be reviewed by the deans council.

The deans council will rank the nominees. For the subset of nominations to be forwarded to the Office of the President, the deans council will provide a letter of support.

**Nomination Limits**

**Distinguished Professorships**
Deans may submit one nomination for review by the deans council every twenty-five (25) faculty members (or fraction thereof) in tenured or tenure-track appointments in their college or school.

**University Professorships**
Deans may submit one nomination for review by the deans council for every fifty (50) faculty members (or fraction thereof) in tenured or tenure-track appointments in their college or school.


**SELECTION PROCEDURES:**

Nominations sent to the Office of the President will be reviewed by an Advisory Committee that will consist of five (5) professors selected by the president. The membership of the Advisory Committee will be broadly representative of the range of scholarly fields represented at Michigan Tech. Each member's term will be three (3) years; members may be appointed to continue serving for a maximum of one (1) additional consecutive term.

**Distinguished Professorships**
The Advisory Committee will review the documents provided for each nominated candidate. Individuals whose records most exemplify the high standards set in the selection criteria may be recommended to the president for recognition as distinguished professors.

**University Professorships**
The Advisory Committee will review the documents provided for each nominated candidate. Individuals whose records most exemplify the high standards set in the selection criteria will be considered as finalists. The Advisory Committee will seek input from each finalist’s department chair or school dean and prepare a list of external referees for the finalists. A minimum of three (3) external letters will be obtained by the committee for each finalist. External letter writers will be supplied with the selection criteria and asked to address the criteria in their letter.

To avoid disappointment or embarrassment among nominees who are not selected, individuals writing letters should be asked to keep the nomination confidential.

After reviewing external letters in conjunction with other components of the dossier, the committee may, at its discretion, make a recommendation to the president that one or more individuals be recognized as university professors.

**UNIVERSITY LIMITS:**

**Distinguished Professorships**
In no case should the number of active distinguished professors in a college or school exceed ten percent (10%) of the number of tenured and tenure-track faculty in that college or school. Colleges and schools will refrain from making nominations whenever the allotted percentage would be exceeded if an additional distinguished professor were to be named.

**University Professorships**
In no case should the number of active university professorships exceed two percent (2%) of the total number of tenured and tenure-track faculty at Michigan Tech.

**Determination of Availability**
Each July, the number of available slots will be calculated by the Office of the Provost and Vice President for Academic Affairs by subtracting the number of active distinguished and university professors from the caps. If one or more titles are available to award, the president may, at their
discretion, request that the provost initiate a process to seek nominations for new distinguished and/or university professors.

**PROCESS:**
The selection process will follow the general timeline below:

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
</tr>
</thead>
</table>
| Aug   | • Memo from provost to deans announcing opening  
      | • TechToday article announcing nomination procedure |
| Oct   | • Nominations due to college/school dean |
| Nov   | • Deans council review |
| Dec   | • Recommended candidates' materials due to the Office of the President |
| Feb   | • President's Advisory Committee requests external letters of reference for university professorship finalists |
| Mar   | • Advisory Committee makes final recommendations to president |
| May   | • Distinguished and university professor appointment(s) announced |

Exceptions to this timeline may be granted by the provost and vice president for academic affairs.

**REMUNERATION:**
Financial benefits and gifts outlined in this section are to be reviewed every two years, and may be modified by the president as needed.

Awardees will be recognized by the provost and president in a public venue and will receive a gift commemorating their achievement.

**Distinguished Professorships**
This honorary title will not be accompanied by additional remuneration from the Office of the Provost and Vice President for Academic Affairs. Deans are encouraged to consider recognizing this honor through an appropriate combination of salary bonuses and/or discretionary funding for research, teaching, or outreach.

Faculty may not simultaneously hold an endowed position or a faculty fellowship and a distinguished professorship.
University Professorships
In most cases, this honorary title will carry financial benefits. It is recommended that a university professor:

- Have their annual salary supplemented by the university professor’s college or school dean(s) by an amount of $5,000.
- Receive funding in the amount of at least $10,000 annually from the Office of the Provost and Vice President for Academic Affairs that may be used on an unrestricted basis to support the university professor’s research and/or creative work.

Faculty who simultaneously hold an endowed position and a university professorship will be eligible to receive the financial benefits of either the endowed position or the university professorship, but may not receive the financial benefits of both simultaneously.

EXPECTATIONS:
Named distinguished or university professors shall give a seminar within their first year after appointment (or renewal, see Duration section below) to showcase their current research or creative activities. Talks should utilize an existing campus-wide platform, such as the Research Forum or Tech Talks.

DURATION:
Appointments are for a period of five (5) years. Faculty holding these titles may apply for renewal of their appointment during their 5th year. Renewal is contingent on continued performance at the same level that was evidenced at the time of initial appointment. A faculty member can potentially retain the title of distinguished professor or university professor until they resign or retire from Michigan Tech, or, in the case of distinguished professor, are appointed to an endowed position or named a university professor.

EMERITUS STATUS:
A distinguished professor who retires from Michigan Tech with emeritus status may retain the title: "Distinguished Professor, Emeritus."

A university professor who retires from Michigan Tech with emeritus status may retain the title: "University Professor, Emeritus" with no remuneration.