

## 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:

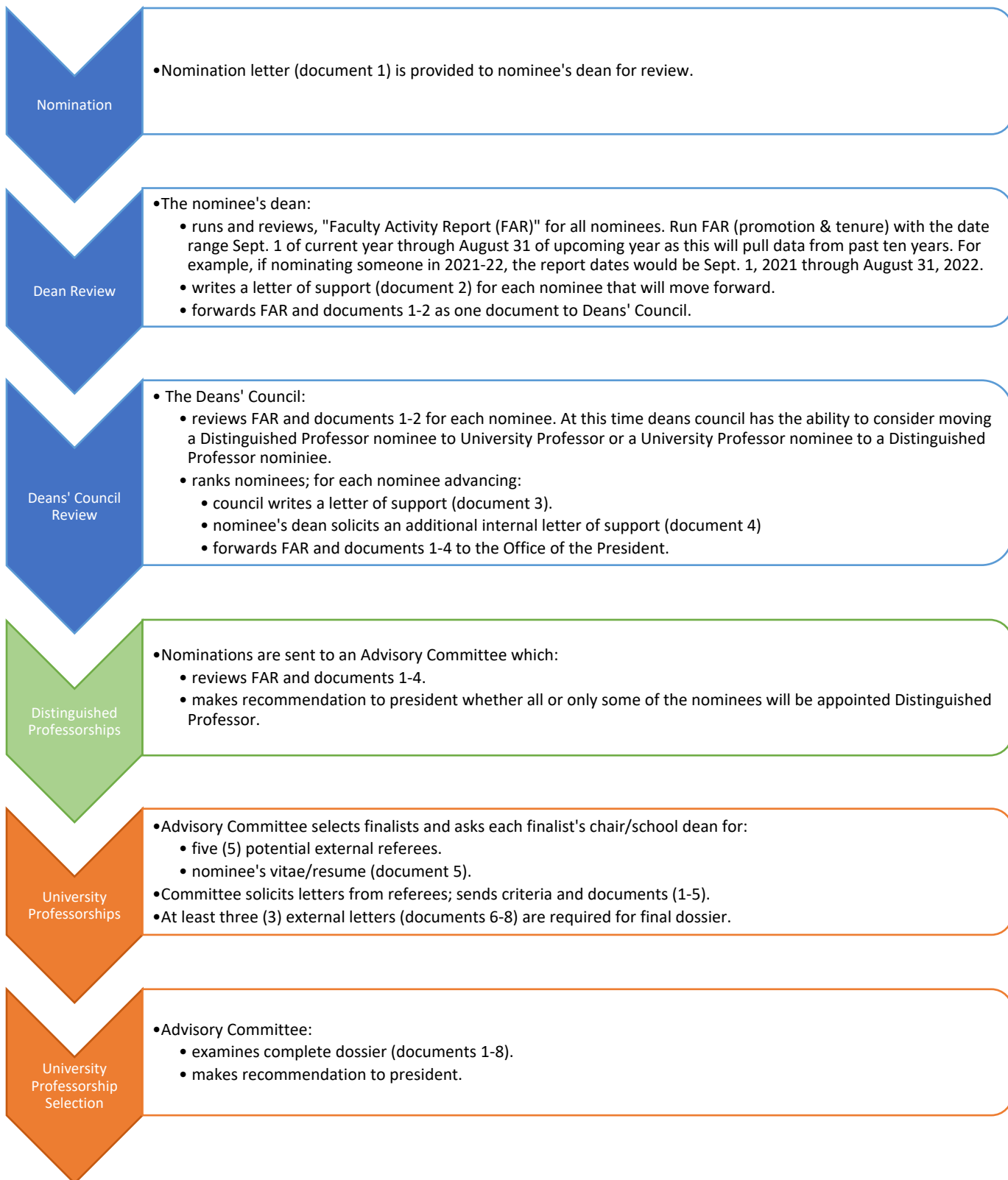
Distinguished and university professors are expected to meet several criteria. University professors will be selected without regard to college/school affiliation or academic program.

Criteria	Distinguished Professor	University Professor
<b>Eligibility</b> The candidate must be current and active member of the faculty <sup>1</sup> with the rank of professor <sup>2</sup> and ( <i>see specifics in cells to the right</i> )	<ul style="list-style-type: none"> <li>• Have at least four (4) years of service at Michigan Tech at the rank of professor</li> <li>• Do not currently hold an endowed position or faculty fellowship</li> </ul>	<ul style="list-style-type: none"> <li>• Have at least ten (10) years of service at Michigan Tech, with at least seven (7) years at the rank of professor</li> </ul>
<b>Recognition</b> 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...	<ul style="list-style-type: none"> <li>• Noteworthy research and/or creative contributions</li> <li>• A record of invited lectures or performances</li> <li>• External awards, citations, or other high-level commendations</li> </ul>	<ul style="list-style-type: none"> <li>• Exemplary research and/or creative contributions</li> <li>• Major invited lectures or performances at noteworthy sites</li> <li>• Prestigious awards, citations, or other high-level commendations</li> <li>• Previous recognition as a distinguished professor or as the holder of an endowed faculty position</li> </ul>
<b>Leadership</b> The candidate must have a demonstrated record of significant leadership at the institutional level that includes: <ul style="list-style-type: none"> <li>• teaching,</li> <li>• research or creative activity,</li> <li>• service, <b>and</b>...</li> </ul>	<ul style="list-style-type: none"> <li>• Contributing to the advancement of their field through the education of students (graduate and undergraduate) who have been recognized for excellence</li> </ul>	<ul style="list-style-type: none"> <li>• Contributing significantly to the advancement of their field by preparing students who have attained positions of prominence</li> <li>• Strong support from both internal and external colleagues who are recognized leaders in their fields</li> </ul>

<sup>1</sup> As an active member of the faculty, a nominee cannot be retiring within the current academic year or in a phase out plan.

<sup>2</sup> Only those who have a primary role (as recorded by HR) as Faculty are eligible; this excludes faculty administrators such as chairs and deans.

## Process Overview:



## **INITIAL REVIEW PROCEDURES:**

### Initial Nomination

- Faculty members, departments, programs, or schools are eligible to nominate candidates.
  - Previous nominees can be nominated again the following year. New materials are not required. Resubmitted nominees would be counted towards the nomination limit (see below).
  - At least two years should have passed before nominating someone who has served in an administrative role.
- Faculty may self-nominate.
- Deans are not eligible to make 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.

### Internal Letters (For Nominee Dossier)

- Each letter should explicitly address the nominee's qualifications in the areas outlined under General Selection Criteria (above).

### 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

At each stage of review, only applications that include all expected materials should be moved on. Incomplete applications will be disqualified.

### Nomination Limits

When submitting nominees to the deans council for consideration, the following limits are in place:

#### Distinguished Professorships

Deans may submit one nomination for 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 every fifty (50) faculty members (or fraction thereof) in tenured or tenure-track appointments in their college or school.

## **SELECTION PROCEDURES:**

### Advisory Committee

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.

The committee may rank, or otherwise prioritize, nominations; consideration should be given to the number of active professorships compared to the university limits (outlined below).

#### 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. The committee may, at its discretion, make a recommendation to the president that one or more individuals be recognized 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.

#### External Referees

Potential external referees will be identified by the finalist nominee's chair or school dean. Referees should be recognized senior leaders in the nominee's area of expertise and are expected to hold the title of full professor or an industry equivalent.

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.

#### Selection

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

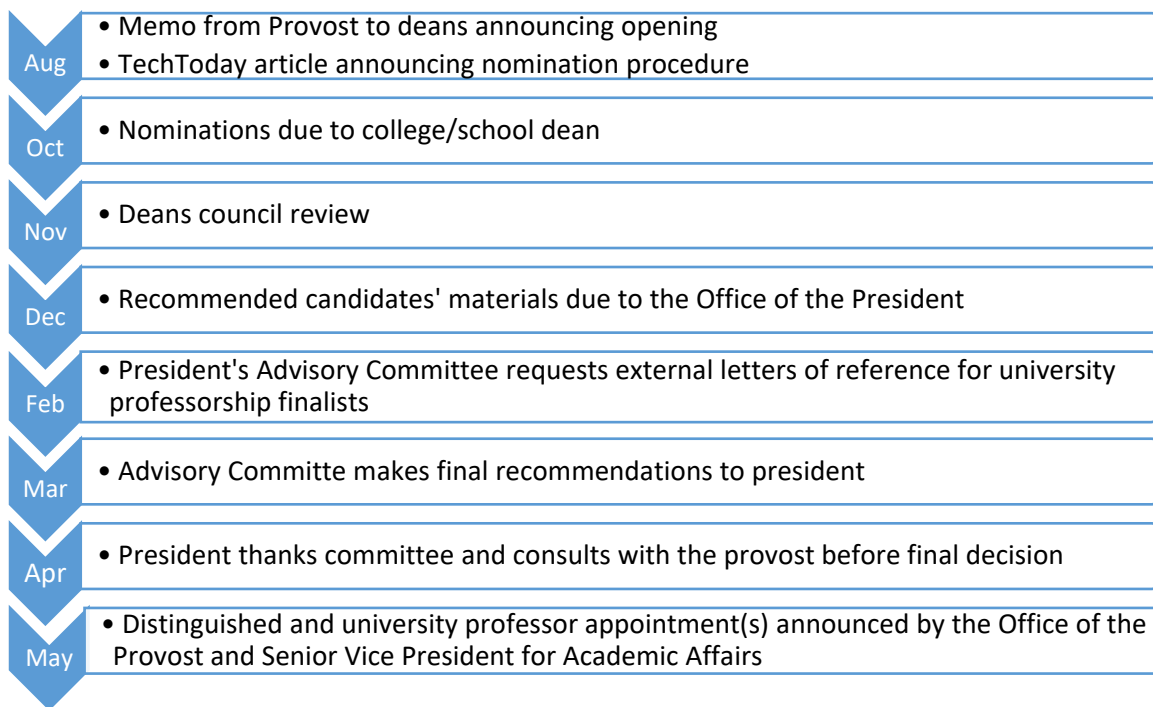
In no case should the number of active university professorships exceed two percent (2%) of the total number of tenured and tenure-track faculty at Michigan Tech.

### Determination of Availability

Each July, the number of available slots will be calculated by the Office of the Provost and Sr. 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 TIMELINE:

The selection process will follow the general timeline below:



Exceptions to this timeline may be granted by the Provost and Sr. Vice President of Academic Affairs.

### AWARD DETAILS:

#### 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 Sr. Vice President for Academic Affairs. Deans are encouraged to consider recognizing this honor through a transfer to the faculty member's discretionary account that may be used on an unrestricted basis to support the distinguished professor's research and/or creative work.

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 salary supplemented by the university professor's college or school dean in the amount of \$5,000 annually, as a series of one-time salary supplements, for the period the person remains in the position.
- Receive funding in the amount of at least \$10,000 annually from the Office of the Provost and Sr. 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 5<sup>th</sup> 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.

Faculty who successfully renew their titles **will count** as occupying an "active" professorship for the purposes of determining university limits and calculating available slots for nominations.

### EMERITUS STATUS:

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

Last modified May 25, 2021

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

Faculty who retire and retain their title **will no longer** count as "active" for the purposes of determining university limits and calculating available slots for new nominations.