

**GUIDELINES FOR SELECTION OF DISTINGUISHED UNIVERSITY  
PROFESSORS, LIBRARIANS, AND DEVELOPMENTAL RESEARCH SCHOOL  
FACULTY**

**ACCEPTED BY THE FLORIDA A&M UNIVERSITY FACULTY SENATE FEBRUARY 18, 2002**

The purpose of the Distinguished University Professor selection process is to recognize senior members of the Florida A&M University faculty who have distinguished themselves among their peers both within and outside the University. The title Distinguished University Professor is awarded to senior faculty through a process of nomination and external peer review and identifies those holding it as outstanding member so their profession.

The title Distinguished University Professor should signify that the recipient is distinguished, not merely excellent. Although the Selection Committee is empowered to recommend one (1) to three (3) candidates to the President and Provost, it is not obliged to recommend more than one (1). Distinction is measured across all three (3) areas of academic responsibility—research and scholarly activity, teaching, and service. Ideally, the successful candidate will excel in all three (3). It is possible, however, that he/she might be extraordinary in only one area, research for example, if excellence is obvious in the other two (2).

The successful candidate should have a continual and coherent record of professional performance and be identified with a distinct body of knowledge. In addition, his/her students should excel in the same or a related area. Indicators of significant impact by the candidate's discipline or area of academic pursuit, it might be necessary to consult with persons outside the Selection Committee.

To qualify for selection as a Distinguished University Professor, a faculty member must have held the rank of full professor (or its equivalent if appointed to the Library or Development Research School) at Florida A&M University for at least five (5) years and be recognized for contributions to the discipline in the three (3) areas of teaching, research/scholarship/creative activity, and professional service. Anticipated forms of recognition include but are not limited to the following:

- Receipt of prestigious national or state awards or prizes
- A record of substantially continuous funding from one or more major research foundations or agencies
- Receipt of the principal or major award of a primary professional society
- Major publications, shows, exhibits and the like, as appropriate to the candidate's discipline, or being the subject of a major critical review
- Outstanding professional service that constitutes significant recognition, such as election to president of a primary professional association or chairing a National Academy of Sciences committee
- Teaching success in terms of former students who have become successful professionals, researchers, and/or scholars in their own right and who attest to the contributions
- Receipt of honorary degrees

Serving on review panels for national agencies, chairing for national agencies, chairing committees of professional societies, publishing articles, performing well in the classroom, and producing successful graduates are certainly signs of distinction, but these alone are not sufficient qualifications for a Distinguished University Professorship. The successful nominee should have a record of accomplishment that well exceeds the normal functions of Florida A&M University faculty.

Nomination materials must present the case clearly for each candidate. It is not the Selection Committee's role to "read between the lines" to construct the case.

The President will designate no more than three (3) Distinguished University Professors each year, and individuals selected will receive a \$5,000 base salary adjustment as part of the annual salary increase process in the academic year following their selection as Distinguished University Professors. The State University System title of Distinguished Professor will be used to classify individuals selected as Distinguished University Professors. In addition, each individual will receive a commemorative plaque and a budget of \$10,000 to be used over the following three (3) years to further their research, scholarship, or creative activities. These funds will be administered in accordance with all applicable University regulations, policies, and procedures.

### **Nomination Procedure**

Faculty candidates may be nominated by their dean, librarians and Developmental Research School faculty by their respective director, or eligible individuals by a signed petition.

### **Nomination by a Dean or Director**

- At the beginning of an academic year, if the dean or a school or college or the director of the University Library or Developmental Research School, believes that a senior member of the faculty or professional staff merits consideration for appointment as a Distinguished University Professor, Distinguished University Librarian, or Distinguished Developmental Research School Faculty, the dean must submit a written nomination of that person for such appointment.
- Each Dean or Director may nominate at least one individual or up to 1% (rounded to the nearest whole number, whichever is greater) of the tenured and tenure-earning faculty (filled positions) in their school or college or professional staff from the University Library or Developmental Research School.
- The process for identifying nominees within a unit must be collegial and involve a mix of senior faculty who are outstanding in teaching, research/scholarship/creative activity, and/or service as is relevant to that unit, e.g., librarians will not be expected to have excelled in teaching.
- It is the responsibility of the dean to charge the unit's committee that will review nominations.

## **Nomination by Petition**

A qualified individual may be nominated directly to the Faculty Senate (with the candidate's permission) with a petition signed by 12 students, faculty, or alumni (ae). In this case, multiple letters of support will carry more weight than a single letter. Nominations are limited to faculty assigned to the Florida A&M University Tallahassee campus.

## **Nomination Packets**

The dean, director, or petition organizer will forward nomination packets to the Faculty Senate Office. Each nomination packet shall be bound and must include:

- A complete curriculum vitae
- A letter of nomination written by the college dean
- Summaries of student evaluations (and any other assessments of student learning and teaching) for the past five (5) years
- Copies of the nominee's annual evaluations for the past five years
- A descriptive summary of the nominee's significant professional service activities for at least the past five (5) years
- A list of five (5) individuals (name, address, and telephone number) who have first-hand knowledge of the nominee's teaching and can attest to his/her teaching contributions
- A list of five (5) individuals (name, address, and telephone number) from nominee's service contributions and can attest to their significance
- A list of five (5) individuals (name, address, and telephone number) from the nominee's discipline (outside Florida A&M University) who can evaluate her/his research contributions

## **Selection Process**

After reviewing the nominations, the University Recommending Committee will review the nomination packet(s) and external review(s) for its assigned nominee(s) and prepare an evaluation of the nominee(s). The evaluation should reflect the norms of excellence recognized in the discipline. The evaluation should be in writing and should conclude with an assessment of each individual's distinction (highly distinctive, distinctive, marginally distinctive, etc.) in each of the three areas of teaching, research/scholarship/creative activity, and professional service.

**Note: Nominees who were considered for this award within the past two (2) years may submit their external reviews from the previous nomination. In the event nominees do not choose to resubmit the previous external reviews, new external reviews will be obtained as described in the Guidelines.**

**The University Recommending Committee will recommend to the President no more than three (3) nominees for selection as Distinguished University Professors.**

**The President will designate a total of no more than three (3) Distinguished University Professors, Librarians, or Developmental Research School Faculty**

each year. Designation as a Distinguished University Professor, Librarian, or Developmental Research School Faculty shall be permanent for the duration of the individual's association with Florida A&M University, and may be bestowed upon an individual only once.