

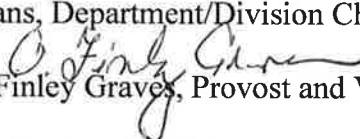


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Office of the Provost and Vice President for Academic Affairs

October 2, 2015

MEMORANDUM

TO: Deans, Department/Division Chairs, and Faculty Holding Rank of Professor
FROM:  O. Finley Graves, Provost and Vice President for Academic Affairs
RE: Nominations for University Distinguished Research Professorship Award

I am pleased to announce the call for the 2016 University Distinguished Research Professorship Award. The award recognizes tenured faculty members at the rank of professor who have achieved a truly exceptional record of creative activities or research productivity and who demonstrate a record of continued extraordinary productivity.

The recipient receives the designation of “University Distinguished Research Professor” and \$5,000 will be added to the base salary. To be eligible for this award, an individual must be a full-time tenured professor; have a record of exceptionally distinguished research or creative activity; and demonstrate evidence of the potential for continued extraordinary productivity.

A candidate’s nomination must be based upon a record of sustained excellence over the course of his/her career. Please refer to the attachment for specific nomination guidelines and requirements. Nominations will be reviewed by the University Distinguished Research Professor Selection and Review Committee.

For a full review of the University Distinguished Teaching Professorship policy, please see <http://policy.unt.edu/policydesc/university-distinguished-research-professorship-15-1-23>.

All nominations for awards to take effect on September 1, 2016, should be forwarded electronically in single PDF format by the Dean to the Office of the Provost and Vice President for Academic Affairs to the attention of Ronda Bewley by February 1, 2016.

UNIVERSITY OF NORTH TEXAS

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Guidelines and Requirements for Nominations of Faculty for University Distinguished Research Professorships

A candidate's nomination is based upon a record of sustained excellence over the course of his/her career. **The nomination packet should be submitted as one PDF document in the following order with a Table of Contents:**

- 1) Current vita
- 2) A nomination letter from the candidate's Chair, highlighting the nominee's qualifications for the position of University Distinguished Research Professor. The letters should describe in detail how the candidate meets the criteria of (a) having a record of exceptionally distinguished research or creative activity and (b) demonstrating evidence of the potential for continued extraordinary productivity.

The Selection Committee anticipates that successful candidates will have achieved a national or international reputation for excellence in her/his chosen field, and the Chair's letter should comment on the extent to which the nominee has gained such recognition. The Chair should direct the committee's attention to evidence in the nominee's CV and publication list that such recognition has, in fact, been achieved by describing the significance of awards and honors that the nominee has received. Letters from Chairs should be no more than 1,000 words in length.

- 3) A letter from the department's Personnel Affairs Committee (or other unit-level committee, duly constituted for reviewing such nominations), endorsing the Chair's nomination. Letters from departmental PACS should be no more than 1,000 words in length.
- 4) Three letters from individuals, not at UNT, describing the candidate's qualifications for the position of University Distinguished Research Professor. No more than three letters will be reviewed. In order to achieve as much uniformity as possible across the University in these supporting letters, the committee suggests that, in soliciting such letters, the Chair use the following language:

The Department of _____ at the University of North Texas is nominating Professor _____ for the position of University Distinguished Research Professor. Professor _____ has indicated to me that you might be willing to write a letter, supporting her/his nomination.

If you are willing to write a letter supporting the nomination of Professor _____, please describe in some detail why s/he meets the criteria for being named a UNT Distinguished Research Professor. These criteria are (a) having a record of exceptionally distinguished research or creative activity and (b) demonstrating evidence of the potential for continued extraordinary productivity. Please also comment on (c) the extent to which Professor _____ has achieved a national or international reputation for excellence in her/his chosen field. Please describe (d) the

evidence in the CV and publication list of Professor _____ of her/his stature in this field. Your letter should also (e) state what, if any, professional relationship you have or have had to the candidate. Please limit the length of your letter to no more than 1,000 words.

- 5) A description, written by the Chair, giving the qualifications of each of the three external letter writers and the evidence that each of the letter writers has herself/himself achieved a national or international reputation for excellence in her/his chosen field. Each description should be no more than one paragraph long. These descriptions might contain phrases such as, "holds the _____ Chair of _____ at _____ University," "edits a prestigious journal in the field of _____," "is a nationally acclaimed art/music critic," "has received the _____ National/International Prize for her/his work."

- 6) Dean's Letter

The Chair should forward the nomination packet to her/his Dean, who will add to the packet the Dean's own evaluation of the nominee. The Dean should then forward the completed nomination packet to the Provost and Vice President for Academic Affairs electronically in **single PDF document** to the attention of Ronda Bewley at Ronda.Bewley@unt.edu by **February 1, 2016**.

Note that Regents Professorship Policy 15.1.24 states, "Faculty who hold a Regents Professorship shall not be eligible to hold the title of University Distinguished Research Professor or University Distinguish Teaching Professor simultaneously."