

Oklahoma State University Policy and Procedures

NOMINATION AND APPOINTMENT PROCESS FOR REGENTS PROFESSOR

**2-0905
ACADEMIC AFFAIRS
JULY 2009**

POLICY

1.01 This honorary title may be awarded to professors who have made outstanding contributions in their discipline through resident teaching, research or other scholarly activities, and extension or outreach activities at Oklahoma State University or while serving as a professorial faculty member at another comprehensive university. Persons appointed with this title should be recognized on campus and at the national level for past and continuing scholarly accomplishments. Evidence of accomplishments may be their record of publication in nationally recognized journals or as authors of monographs, scholarly books and/or textbooks, creative activities, or outstanding performance as classroom teachers. Teaching excellence must be documented by their unit administrators, peers and students or indicated by previous teaching awards granted by student or faculty groups. Outstanding performance in extension or outreach activities will also be considered.

PHILOSOPHY

2.01 The position of Regents Professor is the most prestigious rank that may be attained in recognition of scholarly accomplishments by faculty in the Oklahoma State University system. This permanent position recognizes faculty who have made important contributions to their discipline. Regents Professors are recognized nationally/internationally for their prominence in research/creativity, scholarship, and/or leadership in their discipline.

CRITERIA FOR SELECTION AS REGENTS PROFESSOR

3.01 The position of Regents Professor is awarded to faculty who have advanced their discipline through exceptional accomplishments in research, creativity, or scholarship. The nominee shall be recognized by nationally/internationally respected colleagues for influential contributions and accomplishments within the discipline. Evidence to support the nomination is to be demonstrated by contributions and accomplishments in many or all of the following areas, as appropriate to the nominee's discipline:

- A. Original publications, creative works and/or performances that demonstrate major and influential research, scholarly, or artistic advances;
- B. Evidence of recognition of the nominee's expertise by the discipline/profession. Such recognition may include appointment to serve as editor or as a member of editorial boards of national/international scholarly publications, grant review panels,

national and international adjudication teams, accreditation teams, and/or similar groups;

- C. An exemplary record of successful competition among peers as evidenced by extramural support for the nominee's scholarly and/or creative activities, pedagogy, and/or extension activities;
- D. A record of important contributions to national and/or international professional associations;
- E. Participation as an invited speaker, panel member or performer for international and national symposia, conferences, workshops, master classes and/or other events; and
- F. Special awards and recognition from national and international societies or associations for scholarly and/or creative accomplishments.

3.02 Unsuccessful candidates for Regents Professor have the right to be reviewed provided they have not undergone such a review within the previous two academic years.

PROCEDURE

4.01 The rank of Regents Professor is a University-wide appointment. As such, nominations are submitted directly to the Office of Academic Affairs by October 1.

4.02 Nominations may be made by any tenured member of the OSU system faculty and the nomination seconded by another tenured member of the faculty. It is the responsibility of the nominator and second to prepare the nomination packet that identifies the nominee's accomplishments and provides evidence supportive of selection. The materials submitted shall demonstrate evidence of the national/international stature of the candidate. The Associate Vice President for Academic Affairs will be available for consultation regarding the format, content, and presentation of the nomination packet.

- A. Evidence. The nominator's and second's letters should address each criterion for selection. While this information may be redundant with portions of the nominee's curriculum vitae, it is important to designate the appropriate category to which each of the candidate's accomplishments should be assigned. This is particularly important because the members of the Regents Professor Selection Committee are drawn from divergent disciplines that may have different expectations for national/international recognition.

Likewise, the letters of support (see below) should document a pattern of continuous productivity in research, creative expression, and/or scholarship that exceeds the level expected of an individual holding the rank of professor. The letters shall document the national/international stature of the nominee appropriate to his or her academic discipline.

- B. Curriculum Vitae. A complete and up-to-date curriculum vitae (CV) is to be included in the nomination packet. All citations shall appear in a format appropriate to the academic discipline.
- C. Letters of Support. Letters of support should come from distinguished scholars who can substantiate the nominee's national/international stature and who have not directly collaborated with the nominee. The individuals should not be associated with Oklahoma State University. The Committee interprets "distinguished scholars" as those who are the same discipline as the candidate, and whose national/international stature is apparent. The nominator should recognize that the application will be reviewed by scholars from a variety of disciplines and should make clear the eminence of the authors of the supporting letters.

The nominee may suggest names of distinguished individuals in his/her discipline, who could provide letters of support. It is then the responsibility of the nominator and second to make the final determination from whom to seek letters. No less than three, nor more than six, letters of support should be included in the nomination packet. Confidentiality is important to references.

4.03 Upon receipt of the nomination, on or before October 1, the Associate Vice President for Academic Affairs will log the nomination and check the packet for completeness (see "Check List").

4.04 When it is determined that the packet is complete, the nomination packet will be forwarded to the academic unit in which the nominee holds tenure for evaluation. Separate letters that evaluate the nominee's qualifications for the rank of Regents Professor, including documentation of teaching excellence, will be prepared by the unit's promotion and tenure committee and by the unit administrator. These letters will be added to the nomination packet. Also included in the packet is an employment action form, which is completed by the unit administrator, in anticipation of the possible promotion to Regents Professor.

4.05 The unit administrator will forward the nomination packet to the dean of the college in which the nominee holds tenure for his or her evaluation of the candidate. The dean's evaluation will be added to the nomination packet.

4.06 On or about March 15, the completed packet is then forwarded to the Regents Professor Selection Committee in the Office of Academic Affairs. The Regents Professor Selection Committee will make their recommendations to the Provost and Senior Vice President on or before the April 15.

4.07 Recommendations supported by the Provost and President will be forwarded to the OSU Board of Regents for review and action at their June meeting. All approved appointments are permanent and are effective July 1 of the year of appointment.

COMPOSITION AND DUTIES OF THE REGENTS PROFESSOR SELECTION COMMITTEE

5.01 The Regents Professor Selection Committee is charged with reviewing the nomination packets. It is the committee's responsibility to make a recommendation to the Provost and

Senior Vice President for Academic Affairs on the appointment of candidates to the rank of Regents Professor.

5.02 The committee is composed of one representative from each of the six groups of the Graduate Faculty (Biological Sciences, Humanities, Physical Science and Technology, Social Sciences, Education, and Biomedical Sciences). Whenever possible the representative should be a Regents Professor. The committee members are appointed by the executive committee of the various groups of the Graduate Faculty (Chair, Vice Chair, and Secretary) for staggered, three-year terms in the following rotation: (I) Biological Sciences and Social Sciences; (II) Humanities and Education; (III) Physical Sciences and Technology and Biomedical Sciences.

5.03 The Associate Vice President for Academic Affairs serves as the Chair of the committee but does not have a vote except in the case of a tie vote among the appointed members of the committee.

Policy Approved by:
Regents Professors, August 2006
Council of Deans, August 2006
Provost, September 2006

Modifications Approved:
Regents Professors, November 2008
Council of Deans, December 11, 2008

CHECK LIST AND TIMELINE FOR NOMINATIONS

- Nomination letter from tenured faculty member.
- Seconding letter from tenured faculty member.
- Outline summarizing the accomplishments of the nominee arranged by “Criteria for Selection.”
- Complete and current CV.
- Three-to-six “Letters of Support” from distinguished scholars in the academic discipline not associated with OSU to be obtained by the nominator and seconder.
- Submit to Associate Vice President for Academic Affairs on or before October 1.
- Nomination packet forwarded to the nominee’s tenure home for review.
- Statement of recommendation added to nomination packet after review by unit personnel committee.
- Statement of recommendation added to nomination packet after review by unit administrator.
- Statement of recommendation added to nomination packet after review by academic dean.
- Completed nomination packet forwarded to Academic Affairs on or before March 15 for review by Regents Professor Selection Committee.
- Recommendation to the Provost and President, from the Regents Professor Selection Committee, will be received on or before April 15.
- Approved actions are considered by the OSU Board of Regents in June and will become effective July 1 of the same year.