



## POLICY & PROCEDURE DOCUMENT

NUMBER: 1.13345  
DIVISION: Academic Affairs  
TITLE: University Distinguished Professor Selection & Appointment  
DATE: October 25, 2002  
REVISED: March 21, 2011, September 19, 2011, November 1, 2015, January 23, 2017, January 13, 2020

Authorized by: ~~David D. Lee~~ Cheryl Stevens, Provost and VP for Academic Affairs

### I. Purpose and Scope

The University Distinguished Professorship program is designed to recognize faculty members who have served the University with distinction and have compiled an outstanding record of achievement in teaching, research, and service. By providing additional support for their work, the program seeks to enable recipients to pursue more professional opportunities and to increase the leadership role of these faculty at Western Kentucky University.

### II. Policy

#### A. Eligibility

1. To be eligible for appointment as a University Distinguished Professor, a faculty member must have:
  - a. held the rank of professor for at least five (5) years;
  - b. normally completed 5 or more years of service to Western Kentucky University; and
  - c. compiled a record of sustained achievement in teaching, research/creativity, and service.
  - d. demonstrated continuous commitment to the mission and vision of Western Kentucky University as evidenced through professional behaviors that support the common good of the university.
2. All tenure-earning faculty, including faculty with administrative appointments, are eligible for appointment. Individuals holding University Distinguished Professorships who also hold, or are promoted into, administrative positions at the level of Dean or higher may hold (or retain) the title of University Distinguished Professor but will not receive the annual stipend or the professional development funds.

## B. Terms of Appointment

University Distinguished Professors will be appointed indefinitely. For the first five (5) years of their appointment, they will be eligible to receive the benefits described in II.D. Upon full retirement, University Distinguished Professors awarded emeritus/emerita status in accordance with Policy 1.103V, will carry the title University Distinguished Professor of [discipline], emeritus/emerita.

## C. Responsibilities

Faculty named as University Distinguished Professors will be expected to:

- a. demonstrate sustained excellence in teaching, research/creativity, and service;
- b. provide leadership for innovative and/or interdisciplinary efforts in teaching/creativity, and service;
- c. conduct annually a faculty seminar and participate in colloquia as appropriate during the first five years of his or her appointment as UDP;
- d. serve on at least one major advisory committee in the University during the first five years of his or her appointment as UDP;
- e. provide advice to the President and Provost as requested; and
- f. other services as appropriate

## D. Benefits

Faculty members named University Distinguished Professors will receive for each year of the five (5) years of the appointment:

- a. A total annual award package of \$5,000, according to one of the following three options.

Option #	Salary Stipend Amount	Estimated Benefit Amount	Professional Development Funds	Total Package
1	\$0	\$0	\$5,000	\$5,000
2	\$2,000	\$450	\$2,550	\$5,000
3	\$4,090	\$910	\$0	\$5,000

## **III. Procedure**

### A. Nomination

1. UDP's will be selected from the Academic Colleges and the University Libraries.

2. Faculty can be nominated for a University Distinguished Professorship by a faculty member, department head/chair, or dean, or they can self-nominate. Candidates must submit a letter indicating acceptance of the nomination with a curriculum vitae and three letters of support. Candidate materials will be:
  - a. reviewed by the tenured faculty in the department or discipline and recommendations forwarded to the department head and then the dean for review;
  - b. evaluated by outside peer review through submission of a report from an outside evaluator selected by the Provost in consultation with the dean and department head, as appropriate;
  - c. recommended by the University Distinguished Professorship Committee to the Provost;
  - d. recommended by the Provost for approval by the President and the Board of Regents. The Provost may consult with the Associate Provost for Research and Creative Activity as appropriate.

The timeline for consideration of application materials is provided in the Appendix.

3. Normally, no more than two University Distinguished Professors are appointed during a single year.
  - a. The University Distinguished Professorship Selection Committee consists of one University Distinguished Professor from each college and one from the Libraries. A selected faculty representative will be appointed if no University Distinguished Professor or former University Distinguished Professor is available from that college. Representatives are appointed by the Provost annually on a rotating basis.

The Committee is chaired, in an *ex officio* no-voting capacity, by the Vice Provost.

4. Nominees will be kept in the applicant pool for 3 years, unless a specific request is made to withdraw the application. Applicants in the pool will be given an opportunity to update their materials if they wish to do so.

#### **IV. Related Policies**

Policy 1.103V Emeritus/a Status

#### **V. Reason for Revision**

March 2011

The revised timeline (Appendix) now applies to a general academic year and allows for identification of UDPs prior to the end of the academic year.

Section II.B has been amended to make the appointment permanent and to restore UDP status to former UDPs.

Section III.A has been amended to include possible consultation by the Provost with the Associate Provost for Research and Creative Activity and to remove the limit on number of UDPs that may serve at a given time.

#### September 2011

II.A.2 has been revised to clarify eligibility requirements for faculty with administrative appointments.

III.A.4 has been revised to alter the constitution of the Selection Committee.

#### November, 2015

Non-substantive changes as part of the five year policy review per Policy 0.000V Policy on Policies.

#### January, 2017

- Add additional eligibility requirement congruous with the mission of the university.
- Clarify that emerita/us status shall be awarded in accordance with Policy 1.103V.
- Clarify the length of “responsibilities” as UDP outlined in Section II.B.

#### January, 2020

Changes proposed to timeline to ensure that UDP nominations and applications are accepted and reviewed in a manner that allows for review/approval by the Board of Regents at their first quarter meeting.

## Appendix - Selection Process Timetable

**\*\*\*If a date below fall on a weekend or holiday, the action will be due the next business day.**

~~November 19~~

**August 20** Call for ~~Applications~~/Nominations

**September 1** Nominations due to the Office of the Provost

**September 5** Nomination notification e-mails sent to nominee(s)

**September 15** Deadline for Nominee(s) to notify the Office of the Provost that s/he accepts the nomination.

**September 16** ~~Nominations/letters of intent due to Academic Affairs. Acknowledgment letters to nominee/applicants with copy to department head. Name(s) of~~ nominee(s) sent from the Office of the Provost to department heads/directors and deans along with the application submission/review guidelines.

~~January 21~~

**October 1** ~~Formal~~ Nominee application packet addressing selection criteria with appropriate supporting documentation, and ~~providing~~ three names and addresses for suggested external peer reviewers due ~~in the office of the~~ to the department head/director of the nominee/applicant.

**October 15** By or before October 15, the Department Head/Director submits application packet to the tenured faculty for review and convenes the committee for a vote.

**October 16** Tenured faculty forward a recommendation (to include vote count) to the department head/director.

~~February 4~~

**October 20** Department head/director submits ~~A~~ application and supporting documentation ~~submitted~~ to college dean's office, ~~if~~ nominee is recommended by majority vote of tenured faculty in the department and ~~if~~ recommended by separate evaluation by the department Head/director

~~February 15~~

**October 25** Dean submits ~~A~~ application, supporting documentation, peer reviewer names and addresses and department recommendations ~~submitted~~ to the ~~Provost (or designee)~~ University Distinguished Professorship

~~Committee (Academic Affairs Office)~~, if recommended by the ~~College~~ Dean.

**October 30** The Provost, in consultation with the dean and department head/director (as appropriate) selects an external evaluator for each nominee.

~~February 22~~

**November 1** External peer review requests sent by **Provost (or designee)**. ~~Academic Affairs~~

~~March 15~~

**November 15** Evaluation by external peer reviewer due to **Provost (or designee)** ~~University Distinguished Professorship Committee (Academic Affairs)~~.

**November 20** By or before November 20, application(s), supporting documentation and recommendations from the department head/director, dean and external peer reviewer materials made available to the University Distinguished Professorship Committee for review.

~~May 6~~

**December 5** By or before December 5, Provost (or designee) convenes the University Distinguished Professorship Committee for a vote.

**December 6** Recommendation(s) of the University Distinguished Professorship Committee due to the Provost **(or designee)** ~~and Vice President for Academic Affairs~~.

~~May 16~~

**December 15** Recommendation by the Provost ~~and Vice President for Academic Affairs~~ due to **the** President.

Recommendation **submitted** by the President to Board of Regents for consideration at ~~June~~ **first quarter** Board meeting.

Upon approval by the Board of Regents, new UDPs will be notified of their selection by the President.