



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.133~~5~~⁶

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 27, 2020, May 9, 2022

Authorized by: Cheryl Stevens Robert Fischer, Provost and Vice President 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/creative activity, and service. By providing additional support for their work, the program seeks to enable recipients to pursue more professional opportunities and to further contribute to the mission of 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 excluding faculty with current administrative appointments at the time of nomination, 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. **set annual goals and maintain a service/leadership agenda to advance WKU, and annually report on their activities to the Provost each August.**
- f. provide advice to the President and Provost as requested; and
- g. 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; ~~current UDPs may not submit nominations. The Provost (or designee) will notify nominees and ask if they accept the nomination for candidacy. Candidates must submit a letter indicating acceptance of the nomination with a curriculum vitae and three letters of support. UDP candidates will submit an electronic packet (30-page maximum) which includes a letter of application making the case for their selection, a detailed CV, no more than three letters of support (which should not come from current University Distinguished Professors), any additional materials that support their candidacy, and a list of three possible external reviewers of their scholarly/creative activity, with a brief rationale for each. Reviewers should be experts in the discipline but not have a close personal or scholarly connection with the candidate. Ultimately, the packet should provide an argument and evidence that candidates have an outstanding record of achievement in teaching, scholarship/creative activity, and service; demonstrate their continuing commitment to the vision and mission of WKU; and articulate how they would increase their support of WKU's mission if they became a UDP. Candidate materials will be:~~
 - a. ~~reviewed by the t~~ Tenured faculty in the department or discipline will review the packet and forward a recommendations forwarded, including a vote count, to the department head chair/director, and then the dean for review; The department chair/director will make an independent review, and forward the departmental nomination and their approval to the dean, who conducts their own independent review. Reviewers at each level should comment on the strengths and any weaknesses of the application. Note: The nomination stops if a majority of tenured faculty, the department chair/director, or the dean do not support the candidate. If the nomination stops, the department chair/director or dean (as appropriate) will notify the Provost (or designee) who will notify the previous levels and the candidate.
 - b. If approved by the tenured faculty, department chair/director, and dean, an outside peer reviewer will evaluate the candidate's scholarly and/or creative activity. ~~evaluated by outside peer review through submission of a report from an outside evaluator selected by t~~ The Provost, in consultation with the dean and department chair/director head, as appropriate, will select a reviewer from among the list submitted by the candidate, or, if appropriate, the Provost may select another reviewer. Peer reviewers will write a report assessing the quality and impact of the candidate's work.;
 - c. ~~recommended by t~~ The University Distinguished Professorship Committee will review the packet, the approvals from the tenured faculty, department chair/director, the dean, and the external reviewer. After deliberations, the committee may advance to the Provost up to two candidates who demonstrate an outstanding record of achievement in teaching, scholarship/creative activity, and service; demonstrate a continuing commitment to the vision and mission of WKU; and articulate how they would increase their support of WKU's mission if they became a UDP.

- d. ~~recommended by the~~ The Provost ~~will conduct a review of the materials and advance up to two candidates~~ 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. ~~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 appointment if no University Distinguished Professor or former University Distinguished Professor is available from that college. Representatives are appointment by the Provost annually on a rotating basis. UDPs will be ineligible to serve on committees when departmental colleagues are in the pool. The Committee is chaired, in an ex officio non-voting capacity, by the Provost's designee. 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 non-voting capacity, by the Vice Provost.~~

4. ~~Nominees who were not selected will be given three options for one year after they have been initially nominated: 1) withdraw the application from consideration; 2) briefly update the packet for reconsideration by the UDP selection committee without internal and external review; 3) withdraw the application and resubmit a new packet for the entire review process. Faculty always have the option to self-nominate 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.

May 2022

Changes proposed to clarify contents of the packets, standards of evaluation, selection and responsibilities of external reviewers' roles, responsibilities of University Distinguished Professors, process, and timeline for candidates to stay in the pool.

Appendix - Selection Process Timetable

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

August 20	Call for 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 they s/he accepts the nomination.
September 16	Name(s) of nominee(s) sent from the Office of the Provost to department headchair s/directors and deans along with the application submission/review guidelines.
October 1	Nominee application packet addressing selection criteria with appropriate supporting documentation, and three names and addresses for suggested external peer reviewers due to the department headchair /director of the nominee/applicant with CC to Provost's Office .
October 15	By or before October 15, the Department HeadChair /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,) and rationale to the department headchair /director.
October 20	Department headchair /director submits application and supporting documentation, and rationale 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 Headchair /director
October 25	Dean submits application, supporting documentation, peer reviewer names and addresses and department recommendations to the Provost (or designee), if recommended by the Dean.
October 30	The Provost, in consultation with the dean and department headchair /director (as appropriate), selects an external evaluator for each nominee.
November 1	External peer review requests sent by Provost (or designee).
November 15	Evaluation by external peer reviewer due to Provost (or designee).

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.

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).

December 15 Recommendation by the Provost due to the President.

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

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