

1. GENERAL

- 1.01 Upon the recommendation of the President, the Board of Regents may bestow the title of Distinguished Professor upon a very select number of tenured faculty members who already have held the rank of professor at least five years. As stated in the Texas State University System's *Rules and Regulations*, the component university wishing to bestow the title of Distinguished Professor shall establish other criteria and/or benefits that must be approved by the Board of Regents [Texas State University System's *Rules and Regulations*, May 2007, Chapter V, Section 4.9].
- 1.02 The designation "Distinguished Professor" is the most prestigious recognition the University can extend to a member of the faculty. It is not to be construed as the next step of promotion in the faculty rank structure beginning with instructor and ending with professor. The Distinguished Professor appointment differs substantially from the University's academic career structure. It is awarded to those members of the faculty whose professional accomplishments are held in high esteem beyond the boundaries of the campus, the local community, and the state.
- 1.03 Any person considered for a Distinguished Professorship must excel in the traditional criteria by which faculty are evaluated. To be eligible to be considered for a Distinguished Professorship, a faculty member must: a) be nationally recognized for scholarly and/or creative achievements; and b) exemplify outstanding performance in teaching and service to the extent that he/she serves as a role model to the faculty.

2. ELIGIBILITY

Any Sam Houston State University faculty member who already has held the rank of professor at least five years is eligible for a Distinguished Professorship.

3. REVIEW TIMETABLE AND PROCEDURES

- 3.01 Any member of the full-time faculty may nominate another faculty member for a Distinguished Professorship. Nominations are made to the appropriate chair or Director of the Newton Gresham Library. For consideration during the current academic year, nominations must be submitted by the first Tuesday in September.

- 3.02 The chair/director, after consulting with the nominee, shall, by the first Monday in October, compile a dossier which should include but not be limited to:
- a. A comprehensive biographical and professional resume.
 - b. A statement of reasons for presenting the nomination carefully referenced to the evaluative criteria.
 - c. Appropriate supporting data and documentation, letters of endorsement, and samples of professional work.
 - d. A list furnished by the chair/director of at least six professional peers of the nominee who would be qualified to serve as referees in assessing the national and/or international significance of the nominee's work.
- 3.03 All full-time faculty members of the nominee's academic discipline will serve as an initial screening committee. Their responsibility is to determine if the nominee has achieved the desired credentials.
- 3.04 The department/school chair will forward the recommendation of the committee, whether supporting or opposing, and adding comments as advisable, to the appropriate college dean, no later than the first Monday in November. The Director of the Newton Gresham Library will forward recommendations to the Provost and Vice President for Academic Affairs by the same deadline.
- 3.05 If the recommendation of the faculty committee is negative and the dean/director concurs, no further consideration of the candidate's nomination is required. If the recommendation from the faculty committee is positive, the dean/director will forward the nomination to the Provost and Vice President for Academic Affairs with a letter supporting or opposing the nomination.
- 3.06 The Provost and Vice President for Academic Affairs will forward all materials to the Distinguished Professor Review Committee by the third Monday in November. In the event that the volume of materials is extensive, the Provost will determine a secure repository site for the duration of the review by all parties.

- 3.07 The Distinguished Professor Review Committee must consult with at least four distinguished off-campus referees from the nominee's discipline in forming its written recommendation to the Provost. These referees must include at most two of the referees whose names were submitted in the dossier. The Distinguished Professor Review Committee shall be responsible for the selection of the remaining referees in consultation with the candidate's chair/director. These remaining referees should have no prior professional affiliation with the candidate. Examples of "prior professional affiliation" include former professors, former students, co-authors, fellow officers of professional organizations, and the like. The final determination of prior professional affiliation will be made in each case by the Distinguished Professor Review Committee.
- a. The referees will be asked to complete their reviews within six weeks of their receipt of the candidate's dossier. To ensure timely consideration of all materials, referees' recommendations must be returned by the first Monday in February.
 - b. By the first Monday in March, the Distinguished Professor Review Committee will forward its recommendation to the Provost and Vice President for Academic Affairs.
- 3.08 The Provost and Vice President for Academic Affairs will evaluate and forward all nomination and review materials, along with a written recommendation, to the President.
- 3.09 The President makes all appointments to the Distinguished Professor Review Committee from nominations submitted by the Provost and Vice President for Academic Affairs. The committee reports to the Provost.

APPROVED: /signed/
James F. Gaertner, President

DATED: 11/27/07

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: April 25, 1986 Review Cycle: April 1, ENY*
Reviewer(s): Academic Policy Council Review Date: April 1, 2010

Approved: _____ /signed/ _____ Date: _____ 11/21/07
 David E. Payne
 Provost and Vice President
 for Academic Affairs

***ENY = Even Numbered Year**