

## **Guidelines for the USI Distinguished Professor Award**

The Faculty Awards for Service Teaching and Research Committee has established the following guidelines for the Distinguished Professor Award.

1. Rationale for the award. The award is given by the faculty, to the faculty. The faculty itself will be solely responsible for identifying recipients, and the procedures for identifying them should be kept as simple and flexible as possible. No quantitative criteria – such as rank, years in rank, years at USI, etc. – designed to limit nominations need apply. Similarly, only those qualitative criteria which denote excellence need be considered.

While the normal expectation is significant achievement in a number of categories (i.e., teaching, scholarship, professional activity, university service, and community service), this award is intended to recognize the quality of a faculty member's contributions. Therefore, the Faculty Awards for Service Teaching and Research Committee will consider a broad spectrum of accomplishment ranging from balanced achievement in several areas to exceptional accomplishment in a single area. Also, some means must be found to identify and recognize those less tangible qualities – true wisdom, sympathy, justice, integrity, courage, and the ability to inspire others – that should be the hallmarks of a faculty member's life.

Because of high aims, the Faculty Awards for Service Teaching and Research Committee sees no need to grant a Distinguished Professor Award every year. Indeed, the Faculty Awards for Service Teaching and Research Committee believes the best analogy would be that of the selection of recipients of honorary degrees, which are granted to individuals – not because they had met previously specified criteria, but rather because the weight of their achievement made recognition necessary.

2. Eligibility. Nominators and nominees must be full-time, voting members of the USI faculty. Voting members of the Faculty Awards for Service Teaching and Research Committee are ineligible to nominate or be nominated. Past recipients of the award are ineligible to be nominated again. Ex-officio members of this committee who otherwise qualify to nominate or be nominated for the award will be continuously eligible but if they do nominate or are nominated, will be excused from the committee's deliberations and selection.
3. Procedures.
  - a. Nomination. Nomination forms will be distributed annually in the fall along with the above rationale, and faculty should be encouraged to recommend their colleagues. The nominator shall complete the two page nomination form; font size shall be no smaller than 10 points. Each nomination should be made by one faculty member only, thus carrying a single signature. (Nominations sent by email are acceptable.) Self-nominations may not be made. **Nominations will be due on the third Monday of**

**September. Nominators will be apprized of the status of their nomination by the fourth Monday thereafter.** Those chosen as finalists will be asked to submit additional documentation.

b. Documentation. The nominee may supply a curriculum vitae to the nominator. The nominator will submit information in resume form not to exceed four single-sided pages identifying the nominee's activity in the following areas: educational background, professional experience, teaching responsibilities, university service, community service, professional activities, and scholarship. Supporting documents may include letters of recommendation (no more than five letters) from individuals such as faculty members, alumni, students, and members of the community. Total pages for **all** documentation should not exceed ten single-sided pages. Font size of all documentation shall be no smaller than 10 points.

If a candidate is nominated by more than one nominator, the Faculty Awards for Service Teaching and Research Committee will request these nominators to apportion among themselves the tasks of composing the resume and compiling the documentation. But no matter how many nominations are submitted for any candidate, each nominee may receive the aid of only one resume, no more than four pages long, and only one set of supporting documents. Total supporting documentation will be no longer than ten pages.

**All documenting materials shall be submitted in one file to the chair of the Faculty Awards for Service Teaching and Research Committee by the second Friday in February.**

4. Selection. Distribution and receipt of forms, establishment of deadlines, the conducting of further investigations, evaluation and selection of recipients will be made by the Faculty Awards for Service Teaching and Research Committee because of its representation and its traditional concern for academic excellence. The committee is under no obligation to select a recipient each year.
5. Award. The recipient will be first announced at the appropriate College's Honors Day program by the Dean of the College. Public announcement of the award and the check presentation will occur at the college's Honor Convocations. The individual plaque will be presented at Commencement by the Chair of the Faculty Senate. The recipient's name, college and discipline of study will be inscribed on the publicly displayed Distinguished Professor plaque along with a photograph of the recipient.
6. Special Lecture. Each year, the Faculty Awards for Service Teaching and Research Committee will invite the previous year's recipient to give a special Distinguished Professor Lecture. If the recipient accepts the invitation, the Faculty Awards for Service Teaching and Research Committee, working with the Provost, will arrange an appropriate time and place for the lecture.