

# **UIC** FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

**SECTION: FPPG 100 – Appointment Types and Appointment Processing  
NUMBER: 111**

**SUBJECT: Guidelines and Process for Appointment of Distinguished Professorships**

**APPROVED BY: Provost**

**EFFECTIVE DATE: N/A**

**AUTHORITY: Provost/Vice Chancellor for Academic Affairs**

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**OBJECTIVE:** To provide guidance regarding criterion and process for the appointment of Distinguished Professors, a program designed to facilitate the recruitment of the most distinguished scholars to the faculty of UIC.

**POLICY:** The establishment of the Distinguished Professor program at UIC is intended to enable the University to recruit and recognize persons who have made a significant impact upon their field through scholarship, creativity, and leadership.

Criteria for appointment as a Distinguished Professor are discipline-specific. Standards of excellence are not the same for a physical scientist, a creative artist, or a social scientist, for example. The criteria used for nomination and appointment within a particular academic field must be ones that recognize only the highest level of attainment in the field. The specification of such criteria and verification that the candidate's work meets or exceeds them is a major responsibility of the person(s) nominating scholars for consideration as Distinguished Professors.

The criteria could reflect recognition of (1) scholarly/creative contributions; (2) leadership status within the nominee's field; (3) recognition of arbiters of the highest level of intellectual eminence, for example, the National Academy of Sciences, or the National Academy of Engineering.

The application supporting the nomination must contain, at a minimum, the following documentation for consideration of this honor:

- Letter of support from Department Head to the Dean
- Letter of support from Dean to the Provost
- Current curriculum vita
- Letters of support from leaders in the field explaining and documenting the impact of the nominee's work (minimum of three letters – nationally and internationally)

**APPLICABILITY:** Candidates for Distinguished Professorships shall either be external recruits to UIC or existing members of the UIC faculty put forth by nomination.

**PROCEDURE:** Two routes of appointment of Distinguished Professor are envisioned: (1) recruitment of scholars from outside UIC and (2) appointment of current UIC faculty. With some minor adjustments, procedures for appointment are the same for both routes.

Nominations for appointment of a Distinguished Professor from outside UIC may originate from any academic unit at UIC, whether from departments, colleges, administrative offices, or individual professors. Whatever the point of origin, however, the path of the nomination must follow the same pattern. The nomination will be considered first in the department or area of UIC where tenure is or would be held by the Professor. The department or area forwards a recommendation to the Dean of the college in which the department or area is situated. The Dean, with the approval of the college executive committee, moves the nomination forward. All nominations will be reviewed by a panel selected from the current roster of UIC Distinguished Professors and the panel will forward recommendations to the Provost and Vice Chancellor for Academic Affairs. The panel members will hold their appointments for a period of at least five (5) years in order to maintain knowledge and history of this process. The appointment of new panel members should occur during the third and fourth years of the current panel member roster. The reviewers will be given consideration time in order to solicit additional letters from nominees' colleagues and scholars in their area of expertise.

In cases of internal candidates, recommendations will be reviewed once a year. Deans' recommendations should be made by February 1. Recommendations will be forwarded for approval to the Board of Trustees. External candidates will be reviewed, as needed, at any time during the academic year, but must have prior Board of Trustees approval before they become effective.

The appointment of UIC Distinguished Professors will become effective at the beginning of the academic year (August 16) following the Board of Trustees approval. The appointment is for the duration of their full-time tenure at UIC.

Distinguished Professors will be supported, according to the negotiated conditions of appointment agreed to at the time of appointment. Department or area resources, college resources, and campus resources, in combination, must assure sufficient recurring funds to support the Distinguished Professor according to the conditions of appointment agreed upon by the Professor and UIC officers. It is not anticipated that there be a formula that must be met for support to be forthcoming for each appointment. Rather, the three campus units (area/department, college, campus administration) must be considered as potential contributors to the Professor's support. In terms of campus administration, it is expected that a sum of money be included in the Provost/Vice Chancellor for Academic Affairs budget for the express purpose of participating in this effort.

## **REFERENCES**

Approved by the UIC Senate, September 23, 1998, Revised, June 24, 2002