

**GUIDELINES FOR PROMOTION TO DISTINGUISHED PROFESSOR  
FILE SUBMISSION  
2009-2010\***

*The Distinguished Professor process and guidelines are currently under review and may soon be updated. For 2009-10, please follow the guidelines and due dates below. If changes are made during the new cycle that will affect requirements for submissions, accommodations will be made for cases that have been assembled.*

*In addition, please carefully review the posted EXTERNAL LETTER SOLICITATION REQUEST (Sample). Nominating units should ensure that all elements noted in the sample letter are being requested and gathered for the nomination file.*

**I. PROCESS & TIMELINES**

March/April 2009	Through the Dean of Faculties, the Provost requests Deans to initiate Distinguished Professor promotion proceedings within their college.
By August 28, 2009	Deans submit recommendations to the Provost by sending 5 hardcopies & 1 electronic copy of materials to the Dean of Faculties and Associate Provost Office ( <b>See Sec. II</b> ), including a written report and vote by a college DP committee consisting of three or more members selected by the applicant's Dean. (The DPs do not necessarily have to belong to the college of the applicant.)
By September 14, 2009	The Executive Committee of the Distinguished Professors appoints three current Distinguished Professors, whom they deem to have appropriate backgrounds to review the cases, to serve as the Promotion subcommittee for each case.
By October 26, 2009	Distinguished Professors' Subcommittees conclude their reviews and forward a vote and a written report (describing their recommendations) to the Executive Committee of the DPs, which must send a written report and a recommendation to the Provost.
By December 4, 2009	Deans may submit any counter arguments, additional data or other recommendations to the Provost when a case has been given a negative recommendation by the Executive Committee of the DPs. Any such materials must arrive at the Dean of Faculties Office by this date.
January 2010	Deans meet and review recommendations with the Provost and Dean of Faculties. Provost makes a recommendation to the President.
February 2010	President makes her recommendation. Biographical Materials are Due <b>February 5, 2010</b> (See Sec. IV.)
March 2010	Chancellor makes final decisions.
September 1, 2010	Positive promotion decisions become effective.

## II. Organization & Submission Guidelines for Departments & Colleges

(Note: Colleges may issue additional information and deadlines to their departments.)

Submit **FIVE** copies of each candidate's nomination package (hardcopy), plus **ONE** electronic copy (PDF format sent by email, or on CD-Rom sent with pkgs) to the Office of Dean of Faculties and Associate Provost (Henderson Hall 114) by the deadline shown in the File Submission Timeline. The electronic copy should also include the biographical materials described in Section IV.

## III. Dossier Organization and Preparation

- A. Fill out a Dossier Cover Sheet for Promotion to Distinguished Professor. An explanation of each item appears below (Dossier Items section). The Dossier Cover Sheet can be found on the Dean of Faculties and Associate Provost Website at <http://dof.tamu.edu/admin/distinguished/>.
- B. Create divider tabs to label and separate each individual section (Item) of the candidate's dossier.

### For Hardcopy Packages

- Please ensure that each dossier submitted to the Dean of Faculties and Associate Provost Office contains the materials listed on the cover sheet.
- Place each candidate's dossier in a separate folder. (Do not use a ring binder or other type of enclosure.)
- Clearly mark the folder with the candidate's name and department. Supporting materials such as copies of articles should not be included, but maintained in the college in case they are requested during the Provost's review.

### For the Electronic Copy

- Save the electronic copies of the dossiers on CD-ROM, and forward with the physical files.
- The .pdf should include all of the material that is in one set, including a Dossier Cover Sheet for Promotion to Distinguished Professor for each candidate, and all the items listed in the Dossier Cover Sheet. Please do not scan incomplete files.
- Supporting materials, such as copies of articles should not be included in the electronic copy.

## **DOSSIER ITEMS**

(Listed in order shown on the *Dossier Cover Sheet*)

### **Item 1. Candidate's Statement on the Quality and Impact of their Scholarship**

The candidate should supply a statement of no more than 500 words describing the impact their scholarship has had upon their field.

### **Item 2. Nominator's Statement on Quality and Impact of the Candidate as a Scholar**

The nominator should supply, in concise form, a statement of the quality and impact of the candidate's scholarship. The nomination should:

- Make it clear the candidate has made one or more major contributions that have redirected the flow of research or scholarship in the relevant field.
- Use information gathered from external reviewers' recommendation letters to show that the candidate is considered to be among the top 5% of active researchers in their area of research or scholarship, both nationally and internationally.

### **Item 3. The Candidate's Complete Curriculum Vita**

- Refereed publications (or other types of creative works) should be listed separately from those that were not refereed, and the lists captioned accordingly.
- Complete documentation should be provided for each citation, including a date of publication and inclusive page numbers.
- Items that have been accepted but not yet published should be so labeled. Items that have been submitted, but not yet accepted, should not be shown unless they appear in a separately captioned list.
- It is strongly encouraged that if any coauthors are the candidate's graduate students (past or present), they are delineated in such a manner that this relationship is discernable.
- Amounts of funded research, where relevant as evidence of research performance, should be specified along with the role of the candidate in the project (e.g., principal investigator, co-principal investigator, etc.).
- List any major invited presentations and major awards won. For awards, include a brief description of the selectivity and process for winning such an award.

**Item 4. Current and Former Graduate Students' Information and Recommendations (if applicable)**

- List all graduate students currently and formerly chaired or co-chaired by the candidate (from Texas A&M University or any other institution). For students who have graduated, their current position should be noted, where possible.
- Letters of recommendation from former graduate students (who are on the list) may also be included in this section. If such a letter is included, it must also include a biographical paragraph on the author of the letter.
- If working with graduate students has not been the norm for this candidate's career, then either state so in this section, or present data from other individuals who have been directly mentored by the candidate.

**Item 5. Department-Level Evaluations of the Candidate's Contribution as a Texas A&M University Faculty Member**

- This evaluation reports on the candidate's contributions to scholarship, and the momentum of their academic programs. The report can be written by a faculty committee or the Department Head. Authorship of the report should be made clear.
- Subsequent reviewers should be able to find documented evidence for statements made in the report.
- Letters of testimonial from colleagues or students (other than the former graduate student letters described in Item 4) should *not* be included among the evaluative reports, but should be placed with Item 10: "Other Materials." (The solicitation of such letters, either by the candidate or by the department, is generally regarded as an inappropriate practice, and one to be avoided.)

**Item 6. Outside Reviewers' Letters**

- There should be a minimum of 10 outside reviews in the dossier. The reviews must be from distinguished academics (see next bullet). If more than 10 letters are sought, it is not required that every letter received be included with the nomination. Letters that contain redundant or similar information to other letters received may be omitted. (However, letters that fail to fully support the nomination or that raise concerns about the candidate's ability to meet the criteria should *not* be purposefully omitted.)
- Prior to any letters being solicited, the candidate should be asked to provide a list of individuals who should *not* be solicited for recommendations. Under no circumstances should the people on the candidate's *do-not-contact* list be contacted.

- Reviewers should be individuals at universities of high repute, similarly ranked and distinguished scholars in the field of the candidate (or a closely related field). The preference is for letter from scholars who would be qualified to hold the same rank and distinction as the candidate if they were at Texas A&M.
- In some cases, letters from persons in prestigious, non-university research laboratories or institutes may be appropriate. You will need to furnish the qualifications of those writing letters of endorsement.
- The external letters should contain:
  - ◆ Evidence of the candidate’s national and international reputation.
  - ◆ A clear statement indicating the seminal or field-shifting contributions the candidate has made.
  - ◆ Commentary on products that exemplify influential contributions.
  - ◆ A consideration of the candidate’s standing amongst peers, indicating whether or not he or she would (in the reviewer’s opinion) rank in the top 5% of researchers in a specified field.
  - ◆ (If the letter includes a discussion of published works) More than an indication of the quality of the work, but also an indication of whether or not the work fall into the top 5% of published works in the field.
- In unusual cases, a significant recommendation may be obtained by a phone or other oral communication. In such a case, notes made from the conversation may be substituted for a letter, but the information on the qualifications of the endorser is still needed, and a notation of who made the notes of the conversation.
- At least four reviews must be from academics working outside of the United States and at least six reviews must be from academics working in the United States. (Academics with distinguished substantive careers both in national and international settings may be counted as either national or international).
- Copies of written requests made for outside reviews must be included in this section of the dossier. The solicitation letter should request specific examples of the significance of the candidate’s scholarship and its impact on the field, as well as the status of the candidate among current researchers in the field. (The outside reviewers should also clearly define “the field” to which they are referring.) The letter should also include the following statement:

*Your letter will be kept confidential to the extent allowed by Texas law. However, under Texas law, the person made the subject of your letter may obtain a copy of the document upon request.*

### **Item 7. College-Level Faculty Review (Committee of Distinguished Professors)**

Each Dean must convene a committee of at least three Distinguished Professors from any unit on campus, to analyze the dossier, and consider any other useful information.\* This committee should meet and subsequently vote and provide a written report with their recommendation and vote to the Dean. The Dean may also commission, in addition to the DP committee, any other group of faculty members or administrators within the College to provide additional input to the committee.

*\*Any additional information or factors used in the analysis must be reported.*

### **Item 8. The Dean's Recommendation/Summary**

To facilitate the university-level reviewers in their assessment of nominees, the Dean's recommendation should include the following:

- A general basis for strength or weakness of case.
- An explanation any mixed or negative comments from external reviewers, the departmental review, or the written report from the DP review committee.
- A description of the Dean's perspective on the significance of the candidate's scholarship and the significance of this promotion.

The Dean's summary should serve to lay out the case in a concise and condensed form.

### **Item 9. Distinguished Professor Subcommittee Report**

This section should include the evaluative report to the three person subcommittee for this nomination. This committee is comprised of three Distinguished Professors selected by the Executive Committee of the Distinguished Professors. The report provided must summarize the major considerations which were a factor in determining the members vote of pro or con, and should include an itemization of the vote counts ("yes" and "no" votes only; there should be no absent or abstaining votes). If additional external reviewers were consulted, appropriate documentation of this consultation must be included as described in Item 6, and should be distinguishable from the original set of letters.

The Distinguished Professors' Subcommittee or Executive Committee for this candidate may include the reviews of up to five additional scholars. These inputs should follow the same guidelines in reporting what was solicited and the responses as stated above. Any outside reviews submitted verbally must be reported by stating the person who heard the verbal review, the questions asked, and the general nature of the responses given, as well as material dating the conversation and describing the credentials of the outside reviewer.

## **Item 10. Other Materials and Documentation**

This section may include any materials deemed pertinent to the case that cannot be appropriately placed elsewhere. These might include, for example, letters from students or peers that were not part of a structured evaluation process. Letters from TAMU faculty members should also be placed in this section.

Supportive materials such as the portfolios (if utilized) and copies of books or articles should be retained in the college, and not sent to the Office of the Dean of Faculties and Associate Provost.

### **IV. Submission of Biographical Materials**

Please submit the following items by the dates on the File Submission Timeline.

A. Biographical Paragraph for the Chancellor. A 150-word paragraph in Word format (not .pdf) on each of the candidates being considered for recommendation for distinguished professor. The paragraph should include the following information:

- Name
- Terminal degree, year, and institution
- Year they joined the Texas A&M faculty
- Area(s) of specialty
- Description of his/her contribution to the scholarship in the candidates field (“bragging points”)
- Any notable honors or awards received

B. Biographical Paragraph for the Tenure and Promotion Recognition Booklet. This will be a more comprehensive paragraph (not exceeding 250 words) using the basic format above, but with a more descriptive list of the professor’s accomplishments. Please use Microsoft Word.

### C. Digital Photo for the Recognition Book

For best results, the photograph should be a head or upper-body shot in which the head is 1” high. Electronic (digital) photos are preferred, but should be a minimum of 300 dpi. Please do not copy and send website photographs (their quality in the printed booklet will be poor). Please email the biography and photo to Erin Schneider at [erinschneider@tamu.edu](mailto:erinschneider@tamu.edu).

If you have any questions about these guidelines, please contact Erin Schneider at 845-4274, [erinschneider@tamu.edu](mailto:erinschneider@tamu.edu), or Henderson Hall, Room 114.

These guidelines and the Dossier Cover Sheet can also be found at: <a href="http://dof.tamu.edu/admin/distinguished/">http://dof.tamu.edu/admin/distinguished/</a>
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