

**UNIVERSITY OF DETROIT MERCY  
DISTINGUISHED PROFESSOR  
SELECTION PROCESS**

**I. Description**

The title of Distinguished Professor is conferred upon a University of Detroit Mercy (UDM) faculty member who has distinguished herself or himself through exceptional contributions to teaching, scholarship, and service in support of the University's mission. The title may be coupled with the specification of the professor's academic area and/or with the name of the person in whose honor a Professorship has been created.

**II. Eligibility for Distinguished Professor**

Only individuals who have achieved the rank of Professor at the University of Detroit Mercy are eligible to receive the title of Distinguished Professor.

**III. Criteria**

An individual selected to serve as a Distinguished Professor will have demonstrated exceptional scholarly or creative work, instructional leadership, commitment to the University's mission, and outstanding service to the university, the community, and/or professional organizations. These contributions should have resulted in the individual achieving national or international recognition. The following examples may be considered as evidence of distinction.

- Demonstration of outstanding teaching, which may include peer recognition of pedagogical excellence and innovation.
- An extensive body of creative work suitable to the nominee's academic discipline, such as gallery exhibitions or the publication of research in scholarly journals and/or other peer reviewed venues.
- Extensive adoptions, reviews, or citations of the nominee's scholarly work by others in the discipline or related fields, that are sufficient to establish the nominee's national or international reputation for excellence.
- A record of meritorious service to the University.
- Demonstrable contributions to the University mission and the Jesuit/Mercy identity of the University.
- A record of mentoring emerging faculty or scholars at UDM or elsewhere.
- Noteworthy service to professional organizations, scholarly journals, or similar academic bodies.
- Outstanding public service clearly aligned with and emanating from a professional base of knowledge.
- External recognition of scholarship or service through the bestowal of honors, awards, and/or grants.

**IV. Call for Nominations**

The Provost and Vice President for Academic Affairs initiates the process with an annual announcement to the University community calling for nominations. The announcement provides guidelines and a timeline for submission of supporting materials.

**V. The University's Distinguished Professor Selection Committee.**

- Each college/school identifies one representative for the University's Distinguished Professor Selection Committee. The Dean is encouraged to work with the college/school faculty to identify the representative.
- The college/school representative's name is forwarded to the Provost and Vice President for Academic Affairs no later than **January 1**.

**VI. College/School Nominating Procedure**

- The college/school process for identifying a nominee should begin in the fall of the academic year.
- Each college or school should charge a new or existing committee with evaluating candidates for Distinguished Professor status.
- Nominations with a complete portfolio are generated by the candidate or his/her department or academic discipline and forwarded to the respective college or school committee charged with reviewing nominations prior to the end of the fall semester. The portfolio is described in section VIII below, and may be submitted in hard copy or in an electronic format.
- The designated committee within each college/school evaluates the submitted nominations using the criteria outlined in this document, and identifies those candidates who meet the criteria.
- No later than **February 1**, the school/college committee forwards its evaluation(s), with the portfolio(s) of the candidate(s) who meet the criteria, to the Dean of the respective college or school.
- The Dean reviews the portfolio(s) and prepares a recommendation for no more than one nominee. The Dean forwards the recommendation and portfolio of the nominee to the office of the Provost and Vice President for Academic Affairs no later than **March 1**, and notifies the respective college/school committee.
- No more than one nomination from each college/school can be submitted to the Office of Academic Affairs in any given year.

**VII. Selection and Announcement of the Awardee(s)**

- The Provost and Vice President for Academic Affairs convenes the University's Distinguished Professor Selection Committee for an initial meeting **following the March 1** deadline so that a chairperson can be identified and the policy and procedures can be reviewed.
- The Selection Committee evaluates the portfolios and submits its recommendation(s) for Distinguished Professor(s), along with the

portfolio(s) of the candidate(s), to the Provost and Vice President for Academic Affairs **no later than May 15**.

- With the concurrence of the President, the Provost and Vice President for Academic Affairs identifies the Distinguished Professor(s). The University will appoint no more than two Distinguished Professors in any academic year.
- The announcement of Distinguished Professor status is made at the President's Convocation.

#### **VIII. Nominee Portfolio**

A nominee's portfolio should include the following:

- Name, rank, college/school, department/discipline and contact information for the nominee (email address and preferred telephone number).
- A self-nominating or colleague nomination letter.
- Internal letters of support (no more than three).
- Copy of the nominee's current curriculum vita.
- Three letters of recommendation from individuals external to the University of Detroit Mercy. These letters should be from knowledgeable individuals in the same field as the nominee (or a related professional field) and should document the quality, significance, and impact of the nominee's work in the discipline. If possible, a letter of recommendation should also document the level of recognition and regard that the candidate enjoys among others in the field, either nationally or internationally. When asked to write letters of recommendation, individuals external to the university should receive a copy of the criteria outlined in this document.

#### **IX. Benefits and Responsibilities**

The title of Distinguished Professor in no way alters the professor's academic status with regard to tenure or fringe benefits. The faculty member upon whom the title Distinguished Professor is conferred will receive a one-time stipend of \$2,500. During the academic year in which the title is conferred, the honoree is expected to deliver a scholarly address to the University community, the transcript of which will be disseminated publicly through print or electronic media. The status of Distinguished Professor is carried into retirement. Distinguished Professors are not expected to undertake additional University work in exchange for the stipend, which is understood to recognize excellence already achieved. However, the President, Provost and Vice President for Academic Affairs, or the Dean may invite the Distinguished Professor to participate in selected events or activities that demonstrate the University's commitment to scholarly and creative excellence.

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