

**GUIDELINES FOR SELECTION OF DISTINGUISHED UNIVERSITY PROFESSORS**  
**UNIVERSITY OF SOUTH FLORIDA**  
**Revised: December 12, 2007**

**HISTORY**

In Fall 1997, a Faculty Honorifics Committee appointed by the Provost and composed of representatives of the Faculty Senate, the Council of Deans, and the Distinguished Professors/Endowed Chairholders, recommended a new honorific title for USF, Distinguished University Professor. The recommendations of the Faculty Honorifics Committee and subsequent modifications recommended by the Distinguished Professors/Endowed Chairholders and the Faculty Senate Executive Committee are provided in the Attachments to these Guidelines.

The Distinguished University Professor title replaces the former honorific titles of Distinguished Research Professor and Distinguished Service Professor. Individuals awarded these titles prior to Fall 1998 may continue to use these or adopt the new title of Distinguished University Professor.

The purpose of the Distinguished University Professor selection process is to recognize senior members of the USF faculty who have distinguished themselves among their peers both within and outside the University. The title of Distinguished University Professor is awarded to senior faculty through a process of nomination and external peer review and identifies those holding it as outstanding members of their profession.

**RECOGNITION**

The Provost will designate up to three Distinguished University Professors each year and individuals selected will receive a \$5,000 base salary adjustment as part of the annual salary increase process in the academic year following their selection as Distinguished University Professors.

Each honoree will be invited to give a University wide address during the academic year. The State University System title of Distinguished Professor (Class Code 9007) will be used to classify individuals selected as Distinguished University Professors.

**ELIGIBILITY**

To qualify for selection as a Distinguished University Professor, a faculty member must have held the rank of full professor at USF for at least three years and be recognized for pioneering, seminal and distinctive contributions to the development of his or her discipline in areas such as teaching, research, scholarship, creative activity, and professional service.

While the profiles of successful candidates may vary, the successful candidate will normally have achieved international recognition in research/scholarship/creative activity. However, candidates who emphasize their accomplishments in teaching must demonstrate an exemplary

record of accomplishment and recognition at the institutional or national level. Candidates who emphasize their accomplishments in professional service must demonstrate a national record of service and leadership within their respective disciplines.

### **NOMINATION PROCEDURE**

1. Each academic year, if the dean of a college believes that a senior member of the college faculty merits consideration for appointment as a Distinguished University Professor, the dean must submit a written nomination of that professor for such appointment.
2. Each dean may nominate at least one individual or up to 1% (rounded to the nearest whole number) of the tenured and tenure-earning faculty (filled positions) in the college, whichever is greater.
3. The process for identifying nominees within a college must be collegial and involve a mix of senior faculty who are outstanding in teaching, research/scholarship/creative activity, and/or service.
4. It is the responsibility of the dean to charge the committee that will review nominations.
5. Nominations of regional campus faculty should be submitted by the regional campus dean to the appropriate college dean for review according to the procedures established by the college.
6. The college dean will forward nomination packets to the Provost's Office. Each nomination packet must include:
  - A hardcopy and an electronic copy of your complete curriculum vitae
  - A letter of nomination written by the college dean
  - List of courses taught, students supervised, summaries of student satisfaction surveys and any assessments of student learning for at least the past five years
  - Copies of the nominee's annual evaluations for the past five years
  - A descriptive summary of the nominee's significant professional service activities for at least the past five years
  - A list of five external (outside of the university) references that have first-hand knowledge of the nominee's qualifications, profession, and contributions. Please provide the following information for each reference: title, name, university/organization, address, email and telephone number.  
NOTE: These individuals will be requested to provide three additional names of reviewers for a double-blind evaluation process. However, this does not prevent references from serving as reviewers if they are named by other references.
  - A memo from the chair nominating four people to serve in the University Discipline Committee according to the Guidelines and two names of internal (within the university) reviewers for the nominee. These names must be approved by the dean of the college.

## **NOMINATION PROCEDURES FOR REGIONAL CAMPUSES**

### **USF St. Petersburg**

Each College Dean should establish a procedure for identifying potential DUP nominees. If a nominee is selected, the nomination should be sent to the Provost's Office with the information described above. The nomination should include names of persons from the nominee's college who might serve on the discipline committee described below. At the discretion of the Dean, individuals from other USF campuses may be recommended to serve on the discipline committee. NOTE: The Regional Chancellor may supplement this procedure with additional processes prior to submission.

### **USF Lakeland and USF Sarasota-Manatee**

The CEO may establish a process to determine if there are any nominees. If so, nominations should be made directly to the Dean of the nominee's college by the campus CEO, as well as at least one name of a faculty member from the regional campus who might be included on the disciplinary committee if the nominee is selected. If the nominee comes from a department/school that is not established on the Tampa campus, the CEO may make the nomination directly to the Provost's Office and include recommendations for a disciplinary committee. That committee may include faculty from other campuses.

## **REVIEW PROCESS**

### **University Discipline Committee**

The University Discipline Committee will be formed by the Provost's Office. The Discipline Committees will be composed of four individuals from the nominees' disciplines or related disciplines and will reflect a balance of accomplishments in teaching, research/scholarship/creative activity, and/or professional service. The Provost will appoint members each year. No nominee for Distinguished University Professor may serve on a Discipline Committee.

Each Discipline Committee will review the nomination packet and external reviews for its assigned nominee. Each Discipline Committee should include in their evaluations a summary of the nominees' accomplishments, and an assessment of the reviews as well as reviewer credentials. The Discipline Committees will provide their evaluations to the University Recommending Committee. The evaluation should reflect the norms of excellence and distinction recognized in the discipline. The evaluation should be in writing and should conclude with an assessment of the nominee's distinction (highly distinctive, distinctive or marginally distinctive) in areas such as teaching, research, scholarship, creative activity, and/or professional service. The Discipline Committees will not make recommendations regarding a nominee's worthiness for selection as a Distinguished University Professor.

**NOTE: Nominees who were considered for this award within the past two years may submit their external reviews from the previous nomination. In the event nominees do**

**not choose to resubmit the previous external reviews, new external reviews will be obtained as described in the *Guidelines*.**

### **University Recommending Committee**

The Provost will appoint a University Recommending Committee of seven senior faculty (full professors), three of whom will be Distinguished Service, Distinguished Research, or Distinguished University Professors. The other four members must be faculty outstanding in research/scholarship/creative activity, teaching, and service. The Committee must be well balanced so that no one area dominates the total membership's accomplishments. Terms of service will be no more than three years. Each year the University Recommending Committee will select a Chair. No nominee for Distinguished University Professor in a given year may serve on the Committee for that year. If a member of the Committee is nominated, the Provost will appoint an alternate to the Committee for that year. The University Recommending Committee will recommend to the Provost no more than two nominees for selection as Distinguished University Professors.

The University Recommending Committee will review the following:

- The complete nomination packet of each nominee;
- The external reviews of each nominee; and
- The evaluations prepared by the Discipline Committees.

### **ROLE OF DISTINGUISHED UNIVERSITY PROFESSORS**

The role of the on-going active members of Distinguished University Professors is to serve as an advisory group for the Provost and President of the University, and provide discussions and counsel on issues affecting the overall academic and scholarly activities of the University. The group of past Distinguished University Professor awardees meets at least once a semester.