

## Oklahoma State University Policy and Procedures

### **NOMINATION AND APPOINTMENT PROCESS FOR REGENTS PROFESSOR**

**2-0905  
ACADEMIC  
AFFAIRS  
May 2018**

#### POLICY

1.01 This honorary title may be awarded to current Oklahoma State University professors who have made outstanding scholarly contributions in their discipline through resident teaching, research, Extension, outreach or creative expression and/or leadership. Persons bestowed with this title should be recognized on campus and at the national level for past and continuing scholarly accomplishments. Evidence of accomplishments may be their record of publication in nationally recognized journals or as authors of monographs, scholarly books and/or textbooks, creative activities, or outstanding performance as classroom teachers. Teaching excellence must be documented by their unit administrators, peers and students or indicated by previous teaching awards granted by student or faculty groups. Outstanding performance in extension or outreach activities will also be considered.

#### PHILOSOPHY

2.01 Regents Professor is the most prestigious title that may be attained in recognition of scholarly accomplishments by faculty in the Oklahoma State University system. This permanent position recognizes faculty who have made important contributions to their discipline. Regents Professors are recognized nationally/internationally for their prominence in research, teaching, Extension, outreach or creative expression and/or leadership in their discipline.

#### CRITERIA FOR SELECTION AS REGENTS PROFESSOR

3.01 The title of Regents Professor is awarded to faculty who have advanced their discipline through exceptional accomplishments in scholarship through research, teaching, Extension, outreach or creative expression and/or leadership in their discipline. The nominee shall be recognized by nationally/internationally respected colleagues for influential contributions and accomplishments within the discipline. Evidence to support the nomination is to be demonstrated by contributions and accomplishments in many or all of the following areas, as appropriate to the nominee's discipline:

- A. Original publications, tools, creative works and/or performances that demonstrate major and influential teaching, research, Extension, outreach, creative activity or artistic advances.
- B. Administrative activities shall not be considered;
- C. Evidence of recognition of the nominee's expertise by the discipline/profession. Such recognition may include appointment to serve as editor or as a member of editorial boards

- of national/international scholarly publications, grant review panels, national and international adjudication teams, accreditation teams, and/or similar groups;
- D. An exemplary record of successful competition among peers as evidenced by extramural support for the nominee's scholarly and/or creative activities, pedagogy, and/or Extension activities;
  - E. A record of important contributions to national and/or international professional associations;
  - F. Participation as an invited speaker, panel member or performer for international and national symposia, conferences, workshops, master classes and/or other events; and
  - G. Special awards and recognition from national and international societies or associations for scholarly and/or creative accomplishments.

3.02 This title shall be bestowed only to active faculty without administrative appointments above the level of Department Head, Unit Head, Center or Institute Director, or similar at the time of nomination. Faculty holding administrative titles that contain indications of administrative rank such as President, Provost, Vice President, and Dean (including any vice, associate, or assistant levels of these ranks) at the time of nomination are expressly prohibited from receiving this title. A Regents Professor holding the title before being appointed to one of the abovementioned administrative positions will maintain the title.

3.03 Applicants must have completed a minimum of three years of employment with OSU prior to application. This title may not be awarded through offer letters or any other means other than those described in this Policy and Procedures document.

3.04 Unsuccessful candidates for Regents Professor have the right to be reviewed provided they have not undergone such a review within the previous two academic years.

## PROCEDURE

4.01 The title of Regents Professor is a University-wide recognition. As such, nominations are submitted directly to the Office of Academic Affairs by October 1.

4.02 Nominations may be made by any tenured member of the OSU system faculty and the nomination seconded by another tenured member of the faculty. It is the responsibility of the nominator and second to prepare the nomination packet that identifies the nominee's accomplishments and provides evidence supportive of selection. The materials submitted shall demonstrate evidence of the national/international stature of the candidate. The Vice Provost for Academic Affairs will be available for consultation regarding the format, content, and presentation of the nomination packet.

- A. Evidence: The nominator's and second's letters should address each criterion for selection. While this information may be redundant with portions of the nominee's curriculum vitae, it is important to designate the appropriate category to which each of the candidate's accomplishments should be assigned. This is particularly important because the members of the Regents Professor Selection Committee are drawn from divergent disciplines that may have different expectations for national/international recognition.

Likewise, the external review letters (see below) should document a pattern of continuous productivity in research, creative expression, and/or scholarship that exceeds the level expected of an individual holding the rank of professor. The letters shall document the national/international stature of the nominee appropriate to his or her academic discipline.

- B. Curriculum Vitae: A complete and up-to-date curriculum vitae (CV) is to be included in the nomination packet. All citations shall appear in a format appropriate to the academic discipline.
- C. External Review Letters: External letters should come from distinguished scholars who can substantiate the nominee's national/international stature. They should be leading scholars in their disciplines and especially knowledgeable about the candidate's areas of expertise. The external review letters must be obtained from individuals with no direct professional or personal interest in the advancement of the candidate's career (for example, they should not be former advisors or mentors, and generally should not be co-authors or co-investigators on previous work). In addition, the individuals should not be associated with Oklahoma State University. The nomination packet must specify clearly the relationship of each external reviewer to the candidate and should contain a brief description of each external reviewer and his or her credentials.

The nominee may suggest names of distinguished individuals in his/her discipline, who could provide external review letters. It is then the responsibility of the nominator and second to make the final determination from whom to seek letters. A maximum of six and a minimum of three letters should be included in the nomination packet.

Confidentiality is important to references. A candidate may waive the right to access external reviews. Such waivers shall not be assumed, implied or coerced, and must be executed in writing prior to solicitation of external reviews (see Attachment 2 of P&P 2-0902). The scope of the waiver shall be clearly indicated in writing prior to solicitation of external review letters. A copy of the executed waiver shall become a part of the nomination packet. Any letter soliciting an external review shall inform the potential reviewer of the extent to which the contents of the review will be known to the nominee.

4.03 Upon receipt of the nomination, on or before October 1, the Vice Provost for Academic Affairs will log the nomination and check the packet for completeness (see "Check List").

4.04 When it is determined that the packet is complete, the nomination packet will be forwarded to the academic unit in which the nominee holds tenure for evaluation. For applicants who are unit administrators, the dean will select a unit/department separate from the academic unit the nominee directs to evaluate the application. Evaluation of the candidate shall be conducted by the unit personnel committee. Composition of the unit personnel committee shall be determined by the academic unit, as specified in the unit's RPT guidelines for evaluation of faculty at the full professor level (OSU policy 2-0902, Reappointment, Promotion and Tenure Process for Ranked Faculty). If the applicant is a member of the unit personnel committee, they must recuse themselves from all actions related to the nomination. Separate letters that evaluate the nominee's qualifications for the title of Regents Professor, including documentation of teaching excellence, will be prepared by the unit's promotion and tenure committee and by the unit administrator.

These letters will be added to the nomination packet. Also included in the packet is an employment action form, which is completed by the unit administrator, in anticipation of the possible title change to Regents Professor.

4.05 The unit administrator will forward the nomination packet to the dean of the college in which the nominee holds tenure for his or her evaluation of the candidate. The dean's evaluation will be added to the nomination packet.

4.06 On or about March 15, the completed packet is then forwarded to the Regents Professor Selection Committee in the Office of Academic Affairs. The Regents Professor Selection Committee will make their recommendations to the Provost and Senior Vice President on or before April 15.

4.07 Recommendations supported by the Provost and President will be forwarded to the OSU/A&M Board of Regents for review and action at their June meeting. All approved appointments are permanent and are effective July 1 of the year of appointment.

#### COMPOSITION AND DUTIES OF THE REGENTS PROFESSOR SELECTION COMMITTEE

5.01 The Regents Professor Selection Committee is charged with reviewing the nomination packets. It is the committee's responsibility to make a recommendation to the Provost and Senior Vice President for Academic Affairs on the appointment of candidates to the title of Regents Professor.

5.02 The committee is composed of one representative from each of the six groups of the Graduate Faculty (Biological Sciences, Humanities, Physical Science and Technology, Social Sciences, Education, and Biomedical Sciences). Whenever possible the representative should be a Regents Professor. The committee members are appointed by the executive committee of the various groups of the Graduate Faculty (Chair, Vice Chair, and Secretary) for staggered, three-year terms in the following rotation: (I) Biological Sciences and Social Sciences; (II) Humanities and Education; (III) Physical Sciences and Technology and Biomedical Sciences. The committee should keep in mind the professional standards of the nominee's academic field (unit) when determining criteria for national/international reputation and contributions to the discipline.

5.03 The Vice Provost for Academic Affairs serves as the Chair of the committee but does not have a vote except in the case of a tie vote among the appointed members of the committee.

Policy Approved by:

Regents Professors, August 2006

Council of Deans, August 2006

Provost, September 2006

Modifications Approved:

Regents Professors, November 2008

Council of Deans, December 11, 2008

Faculty Council, March 21, 2017

Regents Professors, proposed modifications were shared via email for review and comment

Faculty Committee of Faculty Council, December 2017

Council of Deans, February 8, 2018

Legal Counsel, April 11, 2018

E-Team, May 2018

## CHECK LIST AND TIMELINE FOR NOMINATIONS

- Nomination letter from tenured faculty member.
- Seconding letter from tenured faculty member.
- Outline summarizing the accomplishments of the nominee arranged by “Criteria for Selection.”
- Complete and current CV.
- Three-to-six “External Review Letters” from distinguished scholars in the academic discipline not associated with OSU to be obtained by the nominator and seconder.
- Submit to Vice Provost for Academic Affairs on or before October 1.
- Nomination packet forwarded to the nominee’s tenure home for review by the unit personnel committee. Unit/Department Head packets are forwarded to Dean of the College, and the Dean selects a unit/department separate from the academic unit the nominee directs to evaluate the application.
- Statement of recommendation added to nomination packet after review by unit personnel committee.
- Statement of recommendation added to nomination packet after review by unit administrator.
- Statement of recommendation added to nomination packet after review by academic dean.
- Completed nomination packet forwarded to Academic Affairs on or before March 15 for review by Regents Professor Selection Committee.
- Recommendation to the Provost and President, from the Regents Professor Selection Committee, will be received on or before April 15.
- Approved actions are considered by the OSU/A&M Board of Regents in June and will become effective July 1 of the same year.