

# 10 CHAPTER: Awards

## 10.1 Nominations for Distinguished Professor

### 1 DEPARTMENTAL GUIDELINES

These procedures (approved in September 1998) apply for all categories of Distinguished and named professorships.

1. Nominations are made by a group of at least four members of the CS Primary Committee. The person nominated must agree to the nomination.
2. Information supporting the nomination is prepared by the nominating group to be distributed to the members of the CS Primary Committee. This information consists of:
  - a. A complete vita.
  - b. A statement describing the exceptional qualities, accomplishments and recognitions that clearly set the nominee apart from the mature/senior professors in the department.

The development of this information is internal to the department and, in particular, outside letters of support for the nomination cannot be solicited. The material is to be treated as confidential.

3. The CS Awards Committee receives the nomination and manages the nomination process.
4. A secret vote allowing mail ballots is taken to determine the level of support for the nominations: Votes of yes or no for each person nominated on the following:

*Is this person preeminently qualified to be a Distinguished Professor?*

All members of the CS Primary Committee not nominated vote on each nominee.

The nomination that receives the most positive votes is forwarded to the School of Science Distinguished Professor Committee, provided it has a 3/4's majority of yes. The nomination with the second most positive votes is forwarded also, provided it receives a 90% majority vote. At most, two nominations are forwarded, and a tie is broken by a preference ballot (each member of the Primary Committee not nominated has a single vote to cast for one candidate). If a tie remains after the preference vote, the Primary Committee adopts an ad hoc procedure to break it.

5. For every nomination forwarded, a minimum of six letters from outside experts are to be solicited. The letters should speak to the nominee's standing in the community, contributions to the field, and expectations for the future.

The nominating group, together with the Awards Committee, so as to improve the documentation or to meet guidelines that may be adopted by the School of Science, may modify the information supporting the nominations.

6. The School of Science must complete the vote at least one week prior to the deadline for nominations as set.

## 2 SCHOOL OF SCIENCE GUIDELINES

The following Guidelines for the nomination and selection of Distinguished and named professors have been developed for the School of Science in order to ensure uniformity in the school's process.

**Purpose:** The practice of naming Distinguished and named professors emphasizes the University's commitment to outstanding academic achievement. The purpose of such professorships is to enrich the intellectual environment by attracting or retaining truly exceptional individuals to the faculty. Distinguished and named professors are outstandingly original, creative, and productive individuals, whose achievements in scholarships or research have been internationally recognized, or are members of the Purdue faculty who have made a unique contribution to the Institution through their scholarships, research, teaching, and leadership functions or a combination of these.

**Nominating Procedure:** Science departments are welcome to submit nominations for Distinguished or named professorships at any time. The school will also periodically invite nominations for the same purpose. The format of the nomination documents should be essentially that of documents used for promotion. In addition to a complete and up-to-date CV, the nomination materials should include a statement, of not more than 10 pages, that speaks of the nominee's qualifications and provides a strong justification for the nomination. In addition, the document should report the outcome of a secret vote taken within the department in support of the nomination (this may be a vote of the full professors, or if a department wishes, a vote that includes all faculty ranks). Nomination materials should also include letters from outside experts that speak of the nominee's standing in the community, contributions to the field and expectations for the future. Appropriate information about the referees should be included in the nomination package. Though no fixed number of such letters is specified, past committees have sought to obtain 6 such statements from outside experts.

**Selection Committee:** An *ad hoc* faculty committee appointed by the Dean of Science will assess all nominations. For a single nomination, the committee will recommend approval or disapproval. When there are multiple nominations, the committee will be asked to rank-order the nominations. The Dean of Science will appoint a Chair from among the committee members to call committee meetings, be responsible for the functioning of the committee, record the committee vote on the nomination, and report the outcome to the Dean or his/her representative. If the vote of the *ad hoc* committee is positive, the nomination, the recommendation of the Dean, and the vote of the committee will be forwarded to the Provost for further action.