

11 AWARDS

11.1 Nominations for Distinguished and Named Professorships

College of Science Guidelines

The following guidelines for the nomination and selection of Distinguished and Named Professors have been developed for the College of Science in order to ensure uniformity in the College process. (Please contact the Administrative Assistant to the Department Head to verify that the guidelines below are the most current version.)

Distinguished Professors

Purpose: The practice of naming Distinguished Professors emphasizes the University's commitment to outstanding academic achievement. It is a special recognition that can be bestowed on a select few professors of outstanding accomplishment who have achieved national and international prominence. The purpose of such professorships is to enrich the intellectual environment by attracting or retaining truly exceptional individuals to the faculty. Conferring the title of distinguished professor requires a rigorous academic review and appointment by the Board of Trustees. Distinguished Professors are outstandingly original, creative, and productive individuals who have made a unique contribution to the Institution and whose achievements in the scholarship of discovery, learning, or engagement have received external recognition. An allocation of discretionary funds will be provided in accordance with University policy. The salary of a distinguished professor can be supplemented from the discretionary allocation in accordance with University policy. The supplement is determined annually and can be up to the equivalent of one month's salary, inclusive of the distinguished stipend paid directly from the Purdue Research Foundation.

Nominating Procedure: Science departments are welcome to submit nominations for Distinguished Professorships at any time. The College 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 to the nominee's qualifications and provides a strong justification for the nomination. Qualifications typically will include external recognitions and an exemplary record of external funding. In addition, the document should report the outcome of the primary committee vote taken within the department in support of the nomination. Nomination materials should also include letters from outside experts that speak to the nominee's standing in the community, contributions to the field, and impact. 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 approximately six (6) such statements from outside experts.

Selection Committee: The College's Area Promotion Committee will assess all nominations. The Dean of Science will call committee meetings, be responsible for the functioning of the committee, and record the committee vote on the nomination. If the vote of the committee is positive, the nomination, the recommendation of the Dean, and the vote of the committee will be forwarded to a University committee for further action as specified by University guidelines. Should a nomination fail to pass the area committee, it is expected that person would not normally come back up for nomination for at least three years.

Named Professors

Purpose: The primary purpose in appointing a named professor is to attract and retain top quality faculty. A named professorship is not an academic designation. While it is expected that holders of named professorships would be individuals of high accomplishment, it is possible to hold a named position as an associate or assistant professor. The term for a named professorship should be specified; the term is always a fixed length for Assistant and Associate Professors. A position can be named only when there is a source of funds sufficient to name the position in accordance with the University policy on naming opportunities. An allocation of discretionary funds will be provided with a named professorship in accordance with University policy. The salary of a named professor can be supplemented from the discretionary allocation in accordance with University policy. The supplement is determined annually and can be up to the equivalent of one month's salary.

Nominating Procedure: The process for designating a named professorship is a College-level process. It does not require an extraordinary academic review and, if the named position is being used in recruiting, should be an expeditious process. The approval process in the departments is determined by each individual department. Science departments are welcome to submit nominations for Named Professorships at any time. The College will also periodically invite departmental nominations for the same purpose. The nomination documents should include an up-to-date two-to-three page condensed curriculum vitae, as well as a full vitae, and letters of support. For a new hire, reference letters will be used as letters of support.

Selection Committee: The College's review team will consist of the Dean, Associate Dean for Academic Affairs, and the Department Head. Should a nomination fail, it is expected that person would not normally come back up for nomination for at least three years. If approved, a package consisting of a memo from the dean outlining the review team's recommendation, a two-to-three page condensed curriculum vitae, as well as a full vitae, and letters of support will be forward to the Provost. This completes the process for named assistant or associate professors. For individuals named at the professor rank, the provost reviews the materials, and, if appropriate, recommends approval to the president. If the president approves, the signed document is streamlined and sent to the Board of Trustees for their approval.

11.2 Departmental Guidelines for Distinguished Professorships

These procedures apply for all categories of Distinguished 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 question:

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 College 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 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, approximately 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 College of Science, may modify the information supporting the nominations.

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

11.3 Departmental Guidelines for Named Professorships

Existing faculty member

A faculty member in the department can be nominated at any time for a Named Professorship, assuming such a professorship is available. A nomination must come from a faculty member with primary appointment in the Department of Computer Science and must be seconded by at least one other faculty member. The Head's Advisory Committee will make a preliminary assessment of the case prior to seeking three to five external letters. In the event the nominee is a member of the committee the head will select a suitable replacement. A presentation of the case and letters will be considered at the meeting of the primary committee. A majority vote of the primary committee is required to recommend the individual to the Dean for a named professorship. Discussion and vote for a full professor nominee will only involve all full professors on the primary committee and that for all other nominees the entire primary committee.

Recruitment of faculty for tenured positions

Upon the recommendation of the faculty recruiting committee, external letters will be solicited, asking for the letter writers' advice as to whether the candidate should be appointed as a tenured faculty member and a named full or associate professor. A majority vote of the primary committee is required to recommend the individual to the Dean for a named professorship. Discussion and vote for a full professor nominee will only involve all full professors on the primary committee and that for all other nominees the entire primary committee.

Recruitment of faculty for untenured Assistant Professor

Upon the recommendation of the faculty recruiting committee, external letters will be solicited, asking for the letter writers' advice as to whether the candidate should be appointed as an untenured faculty member and a named assistant professor. A majority vote of the faculty is required in order to recommend the individual to the Dean for a named professorship.