

MEMORANDUM

TO: Deans and Department/Division Chairs

FROM: Jennifer Cowley, Provost and Vice President for Academic Affairs *JC*

DATE: August 28, 2019

RE: Nominations for the Presidential Early Career Professorship

I am pleased to announce the call for the 2020 Presidential Early Career Professorship. The award recognizes a faculty member during his or her probationary period who has an outstanding record of research, scholarship, or creative activity, and whose work shows the potential to be transformative. Only faculty in their fifth year or prior are eligible.

The Presidential Early Career Professorship comes with \$50,000 in research support, and the recipient receives the designation of “Presidential Early Career Professor.” The honoree may retain the title until the point at which tenure is conferred.

Please refer to the attachment for specific nomination guidelines and requirements. Nominations will be reviewed by the Presidential Early Career Professor Selection and Review Committee.

All nominations for awards to take effect on September 1, 2020 should be submitted using the Salute to Faculty Excellence Awards Nomination portal by **October 25, 2019. Here is the link: <https://vpaa.unt.edu/nominate>. If you have any questions please contact Annie Garcia at Ana.Garcia@unt.edu.**

Guidelines and Requirements for Nominations for the Presidential Early Career Professorship

A candidate's nomination is based upon an outstanding record of research, scholarship, or creative activity during the probationary period, and whose work shows the potential to be transformative. Faculty in their fifth year or prior are eligible. **The nomination packet should be submitted as one PDF document in the following order with a Table of Contents:**

- 1) Current vita
- 2) A nomination letter from the candidate's Chair, highlighting the nominee's qualifications for the position of Presidential Early Career Professor. The letter should describe in detail how the candidate meets the criteria of (a) having a record of outstanding research, scholarship, or creative activity and (b) demonstrating the potential that the nominee's future work will be transformative.

The Chair should direct the committee's attention to evidence in the nominee's CV and publication list that such a record has, in fact, been achieved.

Given that the selection committee comprises scholars from a wide variety of disciplines, it is incumbent on the Chair to provide any discipline-specific context the committee may need to judge the quality and potential of the scholarship.

Letters from Chairs should be no more than 1,000 words in length.

- 3) A letter from the department's Personnel Affairs Committee (or other unit-level committee, duly constituted for reviewing such nominations), endorsing the Chair's nomination. Letters from departmental PACs should be no more than 1,000 words in length.
- 4) A letter from an individual not at UNT, describing the candidate's qualifications for the position of Presidential Early Career Professor. No more than one letter will be reviewed. In order to achieve as much uniformity as possible across the University, the committee suggests that, in soliciting such a letter, the Chair use the following language:

The Department of _____ at the University of North Texas is nominating Professor _____ for the position of Presidential Early Career Professor. Professor _____ has indicated to me that you might be willing to write a letter, supporting her/his nomination.

If you are willing to write a letter supporting the nomination of Professor _____, please describe in some detail why s/he meets the criteria for being named a UNT Presidential Early

Career Professor. These criteria are (a) having a record of exceptionally outstanding research, scholarship, or creative activity and (b) demonstrating the potential that the nominee's future work will be transformative. Your letter should also state what, if any, professional relationship you have or have had to the candidate. Please limit the length of your letter to no more than 1,000 words.

- 5) A description, written by the Chair, giving the qualifications of the external letter writer and the evidence that the letter writer has herself/himself achieved a national or international reputation for excellence in her/his chosen field. The description should be no more than one paragraph long. This description might contain phrases such as, "holds the _____ Chair of _____ at _____ University," "edits a prestigious journal in the field of _____," "is a nationally acclaimed art/music critic," "has received the _____ National/International Prize for her/his work."
- 6) A letter of support from the candidate's Dean.

The Chair should forward the nomination packet to her/his Dean, who will add to the packet the Dean's own evaluation of the nominee. The Dean should submit the completed nomination packet using the Salute to Faculty Excellence Awards Nomination portal by **October 25, 2019**. **Here is the link:** <https://vpaa.unt.edu/nominate>. **If you have any questions please contact Annie Garcia at Ana.Garcia@unt.edu.**