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Office of the Provost and Vice President for Academic Affairs

October 5, 2016

**MEMORANDUM**

**TO:** Deans, Department/Division Chairs, and Faculty Holding the Rank of Professor  
**FROM:** O. Finley Graves, Provost and Vice President for Academic Affairs  
**RE:** Nominations for Regents Professorship

The purpose of the Regents Professorship Award is to provide recognition for faculty at the rank of professor who have performed outstanding teaching, research and service to the profession, and who have achieved a high level of national and international recognition.

The award consists of the designation "Regents Professor" and a one-time supplement of \$7,500 added to the base salary. Up to five awards may be made per year with the restriction that no more than ten percent of those at the rank of professor can hold the designation "Regents Professor" at any one time. As per UNT policy, 06.017, only one Regents designation can be made this academic year. Only the most qualified individuals receive this designation, and thus the award may not be granted.

To be eligible for this award, an individual must be a full-time tenured professor; have a distinguished record of teaching, research and service to UNT and to the profession; have achieved a high level of national and international recognition; and demonstrate evidence of the potential for continued distinguished performance.

Nominations for the designation of Regents Professor shall be made by the department chair and submitted to the school or college dean. The nomination dossier must contain a letter of nomination, a letter of support by the personnel affairs committee (or other unit-level committee duly constituted for the purpose of reviewing such nominations), and a letter by the department chair. A candidate's nomination should be based upon evidence of excellence of performance over his or her entire academic career, particularly upon evidence of sustained excellent performance since promotion to the rank of professor. Candidates may submit, or have submitted on their behalf, up to 5 letters of support from scholars outside of UNT attesting to their national and international reputation. Nominations shall be forwarded to the Provost and Vice President for Academic Affairs from the Dean of the school or college with an accompanying letter of evaluation. Nominations will be reviewed by the Regents Professor Selection and Review Committee. The Regents Professor Policy, below, states that faculty who hold a Regents Professorship shall not be eligible to hold the title of University Distinguished Research Professor or

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University Distinguished Teaching Professor simultaneously.  
<https://policy.unt.edu/policy/06-017>.

Regents Professor nominees receiving support by the Provost and Vice President for Academic Affairs shall be recommended to the President for consideration by the Board of Regents. Only the Board of Regents may award the designation of Regents Professor.

For a full review of the Regents Professorship policy, please see  
<https://policy.unt.edu/policy/06-017>.

**All nominations for awards to take effect on September 1, 2017, should be forwarded electronically in single PDF format by the Dean to the Office of Faculty Success to the attention of Ana Garcia at [Ana.Garcia@unt.edu](mailto:Ana.Garcia@unt.edu) by February 1, 2017.**

### **Guidelines for Submitting Nominations for New Regents Professors**

Departments and Colleges nominating new candidates for Regents Professor should submit to the Regents Professor's Selection and Review Committee (via the Office for Faculty Success, attention Ana Garcia) a dossier containing the items listed below. The deadline for the submission of these materials is **February 1, 2017**.

**The nomination packet should be submitted as one PDF document in the following order with a Table of Contents:**

- 1) A letter of nomination by the candidate's department or unit chair;
- 2) A letter of self-nomination or nomination by a colleague;
- 3) A letter or memorandum of nomination by the candidate's departmental or unit personnel affairs committee; this shall including a summary of the candidate's record and accomplishments in the following areas: 1) teaching activities, 2) research/artistic/performance activities, 3) activities in service to her/his profession, 4) national recognition, and 5) international recognition;
- 4) Up to five external letters of recommendation for the candidate's appointment to Regents Professor (the letters should evaluate in particular the candidate's national recognition and international recognition);
- 5) A list of all courses taught by the candidate by semester since promotion to the rank of Professor or for the previous 6 years, whichever is shorter;
- 6) A summary of the candidate's teaching evaluation scores since promotion to the rank of Professor or for the previous 6 years, whichever is shorter (in the form of a table or graph – note that the item/question summarized and nature and range of the scale must be clearly specified). This may be supplemented with evidence about teaching awards and the accomplishments of student success;
- 7) A summary of the candidate's scholarly accomplishments (research/ artistic/performance activities). This should include evidence of excellence of performance over the candidate's whole academic career and evidence of sustained excellent performance since promotion to the rank of professor. The evidence should include (but not be limited to) a summary of evaluations by the candidate's departmental personnel affairs committee (in the form of a table or graph covering the period since promotion to the rank of professor —the nature and range of the scale must be clearly specified);
- 8) A summary of the candidate's annual merit evaluations for service by the candidate's departmental Personnel Affairs Committee since promotion to the rank of Professor or for the previous 6 years, whichever is shorter (in the form of a table or graph – the nature and

range of the scale must be clearly specified); this section should explicitly address the candidate's service to his/her profession or discipline;

- 9) Copies of annual chair evaluations since promotion to the rank of Professor or the previous 6 years, whichever is shorter;
- 10) A current curriculum vitae; and
- 11) A letter of nomination from the dean of the candidate's college or school evaluating the candidate's suitability to hold the Regents Professorship, and ranking multiple candidates from the College, if any.

For resubmissions, nominees should give careful attention to updating their packets with new letters, vita, etc. The nomination dossier should **not** include course syllabi, copies of publications, or copies of Annual Updates.

These materials should be submitted electronically to the attention of Ana Garcia, Office for Faculty Success by **February 1, 2017**. If you have any questions, please contact Ana Garcia at [Ana.Garcia@unt.edu](mailto:Ana.Garcia@unt.edu) or (940)565-3987.