Proposed Revision of University of Wisconsin – Milwaukee Faculty Documents No. 2642 and 2885

Recommendation of the Distinguished Professors For Clarification of Policies and Procedures Governing the Selection, Roles and Responsibilities of UW Milwaukee Distinguished Professors

Explanation of the Proposed Changes to FD 2642 and 2885, Recommendation of the Distinguished Professors for Development of Policies and Procedures Governing the Selection and Roles and Responsibilities of UW Milwaukee Distinguished Professors, November 2, 2015

FD 2885 was approved by the Senate in December 2012 and accepted by the Chancellor in January 2013. The principles and procedures in that document have thus been in place for about two years. The Distinguished Professors (DP s) have identified several inconsistencies in the document and now submit clarifications and changes for senate approval, as detailed below.

1. Authority and definition (I) of the designation is added to the document.

2. Section of the membership bullet (III (B)) is amended to add the word “creative” to the criteria for distinction. The new phraseology is to recognize “distinguished scholarly and/or creative accomplishments.”

3. Section on Committee and Member Functions (IV) deletes the redundant word “actively” from sentence one.

4. Section on Procedures (V) is revised to recognize that it is the departmental or equivalent unit that ASSEMBLES as well as votes to approve the nomination.

5. Section on the requirements for the electronic file submission (VI (1-5)) is expanded to include more details.

I. Authority

UWM Administrative Policy No: S-21.5, on Endowed, Named and Distinguished Professorships, https://www4.uwm.edu/secu/docs/other/S21.5.htm, defines UWM Distinguished Professorships: “These positions are awarded solely on the basis of scholarly distinction and may be held simultaneously with an endowed chair, named professorship or Wisconsin Distinguished Professorship. Appointment requires the
positive recommendation of the UWM Committee of Distinguished Professors." See also Faculty Documents 904, 2401, 2416 (amended), 2642 and 2885.

II. Principles

A. Selection process should be transparent to the university faculty.

B. Selection criteria and procedures should be clearly articulated and process should have closer involvement by executive committee of candidate.

C. Number of UW Milwaukee Distinguished Professors should reflect the norm for a research university the size of UW Milwaukee

D. All UW Milwaukee faculty, regardless of college, school and faculty academic divisions (arts and humanities; natural sciences, professions and social sciences) are eligible to apply for the title of UW Milwaukee Distinguished Professor.

E. Faculty holding the title of UW Milwaukee Distinguished Professor are encouraged to communicate UWM’s research and teaching agendas to citizens of SE Wisconsin, United States and the world and to actively promote the research of all UW Milwaukee faculty.

III. Membership.

A. Faculty members from all schools and colleges are eligible for nomination to Distinguished Professor.

B. A candidate should have an international distinction in his/her field, as evidenced by a record of distinguished scholarly and/or creative accomplishments that have contributed to, advanced, and had a significant impact on his/her field of study.

C. The appointment should be made with the objective of further enriching the intellectual life of the University.

IV. Committee and Member Functions.

The UW Milwaukee Distinguished Faculty Committee is expected to be involved with:

A. actively promoting and encouraging the research of all UW Milwaukee faculty;
B. actively promoting undergraduate and graduate student recruitment;

C. communicating UWM’s research and teaching agendas with individuals both inside and outside of the University of Wisconsin-Milwaukee.

V. Procedures for Nominations

All nominations must be approved and assembled by the appropriate departmental (or equivalent) executive committee. For more detailed procedures, see “Selection of UWM Distinguished Professors: PROCEDURES FOR NOMINATION” below:

VI. Selection of UWM Distinguished Professors: PROCEDURES FOR NOMINATION

A. By the first Friday of each March the Secretary of the University distributes the criteria and procedures for nomination for the title of UWM Distinguished Professor to all members of the faculty.

B. All nominations must be approved and assembled by the appropriate departmental (or equivalent) executive committee. Prior to beginning the process of making a nomination, the Executive Committee must consult with the chair of the UWM Distinguished Professors Committee, or a member of the committee that s/he designates. These consultations are meant to be advisory and facilitative of the nominations process. Approved nominations must be forwarded by the department chair to the school or college Dean by the first Friday of either September or February each year. The electronic submission to the Dean must be in a single file, and include:

1. a cover letter justifying the executive committee’s recommendation that speaks directly and exclusively to the candidate’s qualifications as a Distinguished Professor as defined by FD Document 2885: “international distinction in his/her field, as evidenced by a record of distinguished scholarly and/or creative accomplishments that have contributed to, advanced, and had a significant impact on his/her field of study.” This letter may include information from the letters solicited from outside scholars.

2. the candidate’s vita, which provides evidence of scholarly and/or creative contributions warranting the distinguished title

3. letters from 8-10 distinguished scholars in the field, solicited for the candidate by the executive committee, which speak to the
candidate’s scholarly and/or creative contributions and impact, with letters from those with named chairs, distinguished titles, or similar positions well represented among them. Because they assume the letter writers will already be familiar with the candidate, Executive Committees do not normally send out the candidate’s publications or other materials as they do for tenure and promotion cases.

4. the names of all scholars from whom letters were solicited, whether or not they actually wrote for the case, and any stated reasons for not writing if available

5. the name of the executive committee representative. The executive committee representative is the primary person who the Dean, Distinguished Professors Committee, Provost and Chancellor should keep informed as to the progress of the nomination process.

C. The Dean’s role is advisory to the Distinguished Professors Committee. The dean, after reviewing the candidate’s materials, forwards his/her advice and all nomination materials received by the Executive Committee to the Provost (or designee) by the second Friday of either September or February each year.

D. The Provost (or designee) forwards the nomination materials to the Distinguished Professors Committee and notifies the Executive Committee representative that the nominations materials have been forwarded to the Distinguished Professors Committee for review.

E. The Provost (or designee) convenes the Distinguished Professors Committee.

F. In order to evaluate the candidate, the Provost receives the recommendation of the Distinguished Professors Committee after they have reviewed the materials submitted by the Executive Committee.

G. The Provost transmits the recommendation of the Distinguished Professors Committee, together with his/her own recommendation, to the Chancellor for approval. The Chancellor shall report in writing his or her decision to the nominee, the nominee’s Executive Committee, the Dean of the school/college, the Distinguished Professors Committee and the Provost by the first Friday of each May. This report will identify the main reasons for the decision. A negative decision will not prevent a future departmental nomination.
H. The Distinguished Professors Committee will report their activities to the University Faculty including a detailed account of number of nominations received, number of positive decisions and college/school affiliations of new and continuing members.