

Call for Nominations

DAVID ROSS BOYD PROFESSORSHIP

The David Ross Boyd Professorship is one of the University's highest honors, recognizing faculty who have consistently demonstrated outstanding teaching, guidance, and leadership for students in an academic discipline or in an interdisciplinary program within the University.

CRITERIA

Criteria which will be considered are the degree to which the candidate:

- Has impacted the educational mission of the University;
- Engages students and/or clinical residents and fellows in high-quality scholarship and professional service through effective mentoring strategies;
- Establishes, communicates, and fulfills appropriate course and program goals;
- Stimulates an intellectual inquisitiveness among students while creatively developing appropriate educational delivery formats and techniques appropriate to the program
- Mentors students (graduate, undergraduate, professional, and/or clinical residents and fellows) towards success in their chosen career paths;
- Brings about change in students' knowledge, motives, and attitudes;
- Establishes and promotes an inclusive culture in the University's educational mission;
- Fosters the professional development of colleagues and serves as a model for colleagues and students.

ELIGIBILITY

Nominees must be full-time faculty members who hold regular faculty appointments. Limited-term faculty at the Health Sciences Center may also be considered. Nominees will normally hold the rank of full professor but associate professors may be considered. The faculty member must have been a University of Oklahoma employee during the period for which the outstanding contributions are being recognized; previous accomplishments at other institutions, if applicable, may be used in support of a continued outstanding performance. Recipients are not eligible in subsequent years for a Presidential Professorship. Recipients are eligible for a David L. Boren Professorship, George Lynn Cross Research Professorship, and Regents' Professorship.

See [Section 3.12.1](#) of the [HSC Faculty Handbook](#) for more information.

ELECTRONIC TRANSMISSION and HARD COPY OF NOMINATIONS: *

An electronic dossier for each nomination is to be submitted by the Dean's Office via e-mail, to the Senior Vice President and Provost's Office for placement on a secured website accessible to University Council on Faculty Awards and Honors members only. Please see the [Guidelines for Nomination Materials Submitted for University Awards](#) for information regarding hard copy nominations.

NOMINATION PROCEDURES

Initiation: The Senior Vice President and Provosts will solicit recommendations for the professorship by September 15 and announce appropriate schedules for processing the nominations. Furthermore, the solicitations will be posted on the appropriate campus website, for access by nominators and faculty on all three campuses.

Recommendations: Nominations may derive from department chairs or unit directors, elected members of departmental/unit Committee A, a department's/unit's approved nomination committee, Center leaders, or a group of faculty who are familiar with the nominee's qualifications for the award. Only one nomination per academic unit or other nominating group of faculty is allowed. The nominating entity will be responsible for assembling the nomination packets, including supporting documentation.

Nominations will be forwarded to the respective dean of the college for review and endorsement. An optional letter from the dean, if included, will focus on evaluatory comments regarding the quality and significance of the nominee's impact on the broader University of Oklahoma mission. The dean's letter will not count toward the page limit below. The dean will submit all the nominations and supporting documentation to the respective Senior Vice President and Provost by **November 1**. The Senior Vice President and Provosts will forward these materials to the University Council on Faculty Awards and Honors.

Supporting Documentation: Recommendations are to be accompanied by specific evidence that the nominee meets the criteria for selection. Nomination packets must include the following, not to exceed 25 pages combined:

- A letter of nomination, not to exceed seven single-spaced pages;
- Customized vitae containing the relevant information pertaining to the accomplishments and criteria cited for the award;
- A short biography (about 100 words) highlighting the nominee's most significant accomplishments, and written for a general audience.

In addition, the nomination packet must also include letters of support. Letters must specifically address the criteria of the professorship. No more than five letters should be included, with no more than three letters from students or student groups. These letters of support will not count toward the 25-page limit.

SELECTION PROCEDURE

Review: The University Council on Faculty Awards and Honors shall consider only the formal nominations. The Council may seek additional data about nominees from supplemental sources, as appropriate. The Council shall recommend to the President, through forward to the Senior Vice President and Provosts, only those nominated faculty considered by the Council to be most highly qualified and most deserving of being awarded the David Ross Boyd Professorship its recommendation(s) for the professorship for their review. The Council also shall transmit all substantiating materials pertaining to all nominees.

Selection: The Senior Vice President and Provosts will review the nominees and forward their recommendations, along with all nominations and all substantiating materials pertaining to the nominees, by February 1 to the President, who will make the recommendations to the Board of Regents. The final selection of the recipient(s) will be made by the Board of Regents.

PERQUISITES

In the year of designation as a David Ross Boyd Professor, the person receiving the award will receive a one-time award of \$7,000 and a permanent salary increase of 7% on the University base salary or \$7,000, whichever is greater, starting in the subsequent fiscal year.

TERM OF THE AWARD

The term of a David Ross Boyd Professor is continuous until retirement or separation from the University.

(Regents, 9-11-19)

DAVID ROSS BOYD PROFESSORSHIP
GUIDELINES FOR NOMINATION MATERIALS SUBMITTED

The University Council on Faculty Awards and Honors (UCFAH) requests that the following guidelines are followed for nominations submitted for the David Ross Boyd Professorship:

ELECTRONIC TRANSMISSION OF NOMINATIONS: *

An electronic dossier for each nomination is to be submitted by the Dean's Office, [via e-mail](#), to the Senior Vice President and Provost's Office for placement on a secured website accessible to University Council on Faculty Awards and Honors members only.

HARD COPY NOMINATIONS: *

Hard copy dossiers (**one unbound copy**) are still required for departmental and college review committees, the Dean, the Senior Vice President and Provost, and the President. **FOLDERS AND NOTEBOOKS ARE NOT ACCEPTABLE.** Double-sided copying of the materials in the dossier is encouraged wherever possible to reduce volume and weight. DO NOT SEND ORIGINALS.

NOTE: Please read the nomination dossier requirements carefully. Materials are to be presented in the following order:

- (1) **Faculty Awards Cover Page**
- (2) One-Page Index

25-page limit for the following items COMBINED (number pages 1-25 starting with the letter of nomination):

- (3) The following sequence should be followed:
 - a. **Letter of Nomination (no more than 7 single spaced pages)**
This is the most substantive core of the nomination package and should be written with that in mind. It should outline the candidate's qualifications for the award and should be a synopsis of the entire application. Look at the criteria for selection of recipients and address each point. Include innovative teaching, research, and/or service. The letter should be in plain English without jargon and technical terms so that it can be understood by all the faculty members on the Council. The nominator should distinguish between normal expectations of faculty performance in their department and extraordinary achievements.
 - b. **Short Biography** (about 100 words) highlighting the nominee's most significant accomplishments and written for a general audience.
 - c. **Customized Vitae** that contains the relevant information pertaining to the accomplishments and criteria cited for the award.

DO NOT include copies of reprints or certificates. These items will be removed.

Additional REQUIRED documents not counted towards the 25-page limit:

- (4) **Letters of Support: No more than 5 letters** should be included and of the 5, no more than 3 letters from students or student groups. It is wise to solicit more letters than can be used then select from those the most appropriate to include in the application. Letters should be limited to 5 or fewer pages and specifically address award criteria.

Additional OPTIONAL document(s) not counted towards the 25-page limit:

- (5) **Letter from the Dean (Optional):** This letter will focus on evaluatory comments regarding the quality and significance of the nominee's impact on the broader OU mission.

*** The nomination packet should contain only the items listed above unless stated otherwise ***