

## *Call for Nominations*

### **REGENTS' PROFESSORSHIP**

The Regents' Professorship recognizes a faculty member who has rendered outstanding service to the academic community or to an academic or professional discipline through extraordinary achievement in academic administration or professional service.

#### **CRITERIA FOR SELECTION**

##### **ELIGIBILITY**

Nominees must be full-time (**or, for HSC, hold a full-time FTE combined appointment with OU Health**) faculty members who hold regular faculty appointments. 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. Persons named Regents' Professors are not eligible in subsequent years for a Presidential Professorship. Recipients are eligible for a David L. Boren Professorship, David Ross Boyd Professorship, and George Lynn Cross Research Professorship.

See Section [3.12.3](#) 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 campuses.

**Recommendations:** Nominations should derive from administrative leaders at OU, including administrative officers, current and former department chairs, college Deans, and Provosts. Packets must be assembled by the nominee's administrative and/or evaluatory unit. Nominations are due to the respective Senior Vice President and Provost by **November 1**.

**Supporting Documentation:** 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 (125 word max) highlighting the nominee's most significant accomplishments, and written for a general audience.

In addition, the nomination packet may also include up to five letters of support, either internal or external, but favoring at least two external letters. Letters must specifically address the criteria of the Professorship. These letters of support will not count toward the 25-page limit.

#### **SELECTION PROCEDURES**

**Review:** The University Council on Faculty Awards and Honors shall consider only the formal nominations. The Council shall forward to the Senior Vice President and Provosts its recommendation(s) 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 nomination materials and the Council's recommendations and will forward their recommendations, along with all substantiating materials, by February 1 to the President, who will make 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 Regents' Professor, the person receiving the award will receive a one-time award of up to \$7,000 and a permanent salary increase of 7% on the University base salary (**University salary for dually employed faculty at the Health Sciences Center**) or \$7,000,

whichever is greater, starting in the subsequent fiscal year.

**TERM OF THE AWARD**

The term of a Regents' Professor is continuous until retirement or separation from the University.

(Regents, 9-11-19, 12-2-21)

## REGENTS' PROFESSORSHIP

### GUIDELINES FOR NOMINATION MATERIALS SUBMITTED

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The University Council on Faculty Awards and Honors (UCFAH) requests that the following guidelines are followed for nominations submitted for the Regents' 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 ONLY required for departmental and college review committees. **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** (125 word max) 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 OPTIONAL document(s) not counted towards the 25-page limit:**

- (4) **Letters of Support:**  
**No more than 5 letters total**, either internal or external, but favoring at least two external letters. Letters must specially address the criteria of the Professorship. 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 five or fewer pages and specifically address award criteria. Additional letters will be removed.

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