HSC OP: 10.13, Selection of University Distinguished Faculty

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to ensure understanding and a standardized approach in the handling of University Distinguished Faculty recognition.

REVIEW: This HSC OP will be reviewed by October 1 of every even-number year (ENY) by the Executive Vice President for Academic Affairs, with recommendations for revision forwarded to the President by November 1.

POLICY/PROCEDURE:

1. **University Distinguished Faculty.** The title, University Distinguished Faculty, will be conferred on selected members of the Texas Tech University Health Sciences Center faculty to recognize distinguished achievement in teaching, research and service. A University Distinguished Faculty title will be held for the remainder of the recipient’s active service at TTUHSC. Holders of the title, University Distinguished Faculty, if granted emeritus status upon retirement, shall be designated as University Distinguished Faculty Emeritus. Assignments for University Distinguished Faculty will be arranged with the dean, chairperson/director, and the President. The designation will be highly honorific. Membership in this category will reflect the diverse scholarly dimensions of TTUHSC.

2. **Criteria for Selecting University Distinguished Faculty.**
   a. In general, University Distinguished Faculty will have been recognized nationally and usually internationally for the importance of their research, teaching and/or clinical achievements. They will also have demonstrated the breadth of interest characteristically encompassed by the traditional role of faculty as teacher and public servant. In addition, they will have brought distinction to TTUHSC as a result of their activities.
   b. Specifically, a University Distinguished Faculty will have achieved a record judged by peers to be superior and outstanding in at least one of the following areas: superior teaching skills of recognized breadth and depth in their discipline; scholarly and research achievements; and a distinguished record of clinical service and community service.
   c. University Distinguished Faculty recognition will be conferred on tenured and non-tenured members of the TTUHSC faculty with the rank of full or associate professor.

3. **Selection Process.** University Distinguished Faculty will be awarded by the President upon recommendation of a committee of faculty and deans.
   a. The President will request written nominations for University Distinguished Faculty from members of the faculty, deans, directors, and chairpersons by February 15 each year. The cover letter making the nomination should include a brief summary of the candidate’s achievements.
   b. The nominee’s dean will be responsible for obtaining the following documentation in support of the nomination:
      1. The candidate’s curriculum vitae;
(2) Letters of endorsement from relevant deans and chairpersons or directors. These administrators will consult with appropriate department, school, or college advisory committees before endorsing nominations;

(3) Letters of support from faculty and other colleagues at this and other institutions, as well as appropriate other entities, assessing the candidate’s record of achievements in teaching, research, or public service.

(4) Letters of support from present and former students will be obtained when appropriate.

c. Written nominations and supporting documents/forms will be sent to the President by June 14 each year.

d. A standing advisory committee composed of five faculty members representing each school and appointed by the President and five deans or their designees. The faculty representatives will serve four-year terms on a staggered basis. The advisory committee will review nominations and make recommendations to the President. Nominations for advisory committee faculty representatives will be obtained from the deans of the TTUHSC schools. Committee members must be tenured and non-tenured associate or full professors who themselves have outstanding records of teaching, research, clinical and/or community service, and are committed to the multi-dimensional concept of excellence valued by TTUHSC. The selection of the committee’s membership must ensure the inclusion of women and minorities.