



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

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 Provost, 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, a 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. **Nomination and Selection Process.**
 - a. The Provost will request written nominations for University Distinguished Faculty from members of the Deans by February 15 each year. Nominations shall originate with the dean of the school in which the nominee holds professorial status. The dean may seek nominations from department chairs. Nominations should not be solicited from, or advertised to, the faculty at large. Documentation supporting the nomination must be supplied by the nominator and should include the following:
 - (1) A brief summary of the nominee's achievements;
 - (2) The nominee's curriculum vitae;
 - (3) 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;

- (4) Letters of support from faculty and other colleagues at this and other institutions, as well as appropriate other entities, assessing the nominee's record of achievements in teaching, research, or public service; and
 - (5) 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 Provost by June 14 each year.
- d. The nomination will be reviewed by the Deans Academics Council. If the Deans Academics Council approves the nomination, it shall be forwarded to the President of TTUHSC. If the President concurs with the nomination, it will be considered approved for the award.
- 4. **Description of Awards.** The awards will be presented in the form of a framed certificate, an engraved medallion, and a monetary award.