

REVIEW PROCEDURES
DISTINGUISHED PROFESSORSHIPS

I. PURPOSE

University Policy AC10 dictates that “appointments as Distinguished Professor will be made for a period of five (5) years; renewal of the appointment is dependent upon the Distinguished Professor continuing the same high level of performance evident at the time of initial appointment.” These guidelines describe the College of Engineering procedures for reviewing the appointments.

II. PROCEDURE

- Prior to the expiration of the appointment, the Dean of Engineering will appoint an advisory committee to assess the performance of the holder during the term of appointment.
- The committee will meet with the Department Head as part of the review process.
- The committee will meet with the holder of the distinguished professorship as part of the review process.
- The committee will provide its assessment to the Dean including an evaluation of the holder’s activities and accomplishments and a recommendation regarding reappointment.
- After reviewing the committee’s assessment and discussing it with the holder’s Department Head, if deemed necessary, the Dean will make a decision regarding reappointment.

III. COMMITTEE MEMBERSHIP

The advisory committee will consist of four (4) members:

- an Associate Dean
- two tenured full professors, at least one of whom is tenured in the College of Engineering
- a Department Head

Members will be appointed for two-year terms which are staggered so that the terms of two members expire each year. Terms are renewable. The Dean will appoint the chair of the committee from the above members.

IV. EVALUATION FACTORS

In evaluating the performance of the holder, the committee will consider the following:

1. Performance record of the holder during the period of the current appointment, including but not limited to:
 - a. brief description (3-page maximum) of the significant impacts of your teaching, research and service during your current appointment, your professional activities, and plans for future activities should you be reappointed
 - b. list of research activities, including funding
 - c. list of instructional activities, including SRTEs
 - d. list of undergraduate and graduate student supervision including dates of graduation
 - e. list of publications, presentations and other scholarly works
 - f. list of internal and external professional service activities
 - g. list of other indicators of national/international visibility and reputation you may wish to provide
2. Other:
 - a. factors as the Dean or Department Head may identify as being appropriate.