


**MEMORANDUM**

TO: Deba Dutta, Provost

FROM: JoAnn Brouillette, Chair, Academic Affairs Committee 

CC: Tom Spurgeon, Board Chair

DATE: January 21, 2015

SUBJECT: Distinguished and Named Professors: Guidelines for Providing Supporting Documents for Review by the Board of Trustees

It is my understanding that the Office of the Provost provides the supporting documentation for the named and distinguished professors that are presented to the Board of Trustees for ratification. As chair of the Academic Affairs Committee, I offer the following to serve as guidelines for the submission of supporting documents.

**For Distinguished Professors:** The university's *Procedures for Awarding Distinguished and Named Professorships and Faculty Scholars* state:

4. *If, after examination and deliberation, the committee votes to recommend the candidate, a letter signed by all committee members outlining their support is sent to the dean or Chancellor. Letters of endorsement solicited from well-known national and international peers should be attached to the committee's endorsement letter.*
5. *The dean or Chancellor sends a cover memo to the Provost along with the entire document package from the Distinguished Professor committee, a completed President's Office Form 36 (Nomination for Promotion), a two- to three-page condensed vita and a full vita.*

Given the procedures outlined above, the original nomination packet, including original signatures, should be provided to the Corporate Secretary for inclusion in the university's permanent record. In addition, a second and condensed packet should be provided for the Board's review and consist of these pieces of the larger packet: 1) a copy of the letter from the committee members, 2) a copy of the dean/chancellor's memo to the provost, 3) a copy of the signatures of approval from the provost and the president, 4) a copy of the Form 36, and 5) a copy of the candidate's two to three-page condensed vita.



**For Named Professors:** The university's *Procedures for Awarding Distinguished and Named Professorships and Faculty Scholars* state:

2. *The dean (West Lafayette) or Chancellor (regional campuses) sends to the Provost a document package containing a memo outlining the review team's recommendation, a two- to three-page condensed curriculum vita, a full vita and letters of support. Approval from the Provost completes the process for assistant or associate professors.*
3. *For all candidates at the professor rank, the Provost reviews the materials and, if appropriate, recommends approval to the President. If the President approves, the signed document is forwarded to the Board of Trustees for approval.*

As is the procedure for Distinguished Professorships, the original nomination packet, including original signatures, should be provided to the Corporate Secretary for inclusion in the university's permanent record. A second and condensed packet should be provided for the Board's review and consist of these pieces of the larger packet: 1) a copy of the memo from the review team, 2) a copy of the dean/chancellor's memo to the provost, 3) a copy of the signatures of approval from the provost and president, and 4) a copy of the 2-3 page condensed vita.

Thank you for your adherence to these guidelines, as the condensed packets will allow the members of the Board to review the nominations more expeditiously. If you have any questions, please contact Janice Indrutz, Executive Assistant to the Board and Corporate Secretary.

