



Procedures effective 2/03/97

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## **PROCEDURES FOR NOMINATIONS FOR HORN PROFESSOR IN ARTS AND SCIENCES**

The Operating Policy and Procedure for the selection of Horn Professorships (OP32.09) states (P.2) that "Nomination shall originate with the dean of the college in which the nominee holds professorial status".

Since about 1990 nominations were solicited solely from Chairs and Directors, and the nominees were evaluated by the A&S Tenure and Promotion Committee. Various questions arose. For example, what happens to a potential nominee if he/she (for various reasons) is not supported by the departmental chairperson? Currently, that faculty member cannot be nominated for consideration. Further, the Tenure and Promotion Committee may not be the best vehicle to evaluate Horn candidates, as it includes a diverse group of faculty, possibly including Associate Professors. Inappropriate behavior on the part of a few disappointed aspirants to Horn Professor status also was a matter of concern. In response to such issues, in Spring, 1996, the Dean appointed a select group of three Horn Professors in Arts and Sciences and asked them to recommend policy concerning the nomination process within the College.

Based on that Committee's report and OP 32.09, the College of Arts and Sciences uses the following guidelines in the process of nominating Horn Professor Candidates.

**NOMINATION.** Professors in Arts and Sciences may be nominated to be considered for a Horn Professorship by: (a) the Dean of Arts & Sciences, (b) Chairs/Directors in Arts & Sciences, (c) Horn Professors in Arts & Sciences, or (d) by courtesy nomination by a Dean or Horn Professors from another College/School within the University.

Self-nominations, "campaigning", or other active endeavors by a nominee or other parties on a nominee's behalf are forbidden (see OP 32.09, #2).

**NOMINATION RESPONSIBILITY.** Responsibility for evidence supporting the nominee rests with the nominator. This basic statement derives from OP 32.09 as well as the Committee's report. Given the amount of work to be done by the nominator, a nomination will not be entered into lightly.

**If a Dean decides to nominate someone directly, he or she may appoint a faculty member ex officio to develop the dossier.**

**NOMINATION PACKET.** When the name of a nominee is submitted to the Dean of Arts and Sciences, it should be accompanied by a dossier containing strong evidence in support of the candidate. The list below is based on the committee's report and OP 32.09.

1) Nominee shall be notified of his/her nomination and approve the preparation of his/her nomination dossier.

2) Complete curriculum vita of nominee.

3) A list of "at least 20 names and addresses (including e-mail addresses) of prominent members of the discipline, or of other qualified persons..." This list will be submitted to the Provost for consultation should the college forward the dossier to that level; the names should be distinguished (see OP 32.09, 2b).

4) From this list three (3) outside letter of recommendation, **obtained by the nominator**, shall be made available to the college evaluation committee.

5) A very strong letter of support from the nominator. This letter should address service to TTU and teaching (OP 32.09, 3b). But the primary basis for selection is "national and/or international distinction for outstanding research or other creative, scholarly achievement" (OP 32.09, 3c). Therefore, most emphasis should be placed on scholarship. Documentation must be provided.

6) Citations of work. For the appropriate disciplines, number of citations of nominee's work for the previous 3 years from Science Citation Index, Social Science Citation Index, or the Arts & Humanities Citation Index must be included.

- a) Other citations. If available, discussion (citation) of the nominee's work in textbooks and monographs should be given.
- b) When appropriate, the funding record of the nominee should be addressed.
- c) Special honors, such as plenary lectures, outstanding invited addresses, etc., should be noted.
- d) Some record of the success of the nominee's students, especially doctoral students, would be useful.
- e) In addition to the strong requirements of evidence in the nominator's letter, OP 32.09 formally requests 7 items of information. It is expected that such items will be included in the nominee's vita. If they are not, these items should be addressed in the nominator's letter. The items are:
  - i. The publication of books, articles, reviews, works of art, and other evidence particular to the field of scholarly achievement. Publications shall be in scholarly journals or sources customary to the field of interest.
  - ii. Awards and prizes from professional organizations and foundations.
  - iii. Grants in support of research, study, or creative works.

- iv. Offices held in learned societies.
- v. Papers read before learned societies.
- vi. Lectures or performances delivered at other academic, industrial or professional venues.
- vii. Services as expert, consultant, etc., to business, industry, governmental agencies, and educational organizations.

To provide sufficient time to the nominator to meet these requirements, the call for nominations will be made no later than the end of the spring semester. The original plus three copies of the complete nomination packet will be due to the Dean of Arts and Sciences by the third Friday in September. The nominations will be evaluated each year by a small committee of Horn Professors whose identities will not be announced. The committee will recommend to the Dean, who will submit the college's nominations to the Provost.