

Texas Tech University  
**WHITACRE COLLEGE OF ENGINEERING**  
Operating Policy and Procedures  
[Approved by Executive: 09-06-16]

**WCOE OP 10.09:** Nominating Horn Professorships

**DATE:** August 2016

**PURPOSE:** The purpose of this Operating Policy is to establish procedures for Whitacre College of Engineering nominations for Paul Whitfield Horn Professorships.

**REVIEW:** This Operating Policy will be reviewed in the summer of every odd-numbered year by the Dean's office staff with recommendations for revision presented to the Executive Committee by August 15.

University OPs related to P.W. Horn Professors

- OP 32.09 Selection of P.W. Horn Professorships

## **POLICY/PROCEDURE**

### **1. Background**

Horn Professorships are the highest honor that Texas Tech University bestows on its faculty.

### **2. Announcement of Horn Professorships**

Horn Professorships are announced at the spring Faculty Honors Convocation and will be recognized at the fall Whitacre College of Engineering (WCOE) faculty meeting.

### **3. Nomination Process**

Professors in the Whitacre College of Engineering may be nominated to be considered for a Horn Professorship by: (a) the Dean of engineering, (b) Chairs in engineering, or (c) Horn Professors in engineering. Self-nominations, "campaigning", or other active endeavors by a nominee or other parties on a nominee's behalf are not allowed. All nominations must be submitted to the Dean.

Initially, the nomination will remain confidential from the nominee. When the name of a possible nominee is submitted to the Dean, it should be accompanied by a vita containing strong evidence in support of the candidate.

Without informing the nominee, his or her vita will be reviewed by the Faculty Research Awards Committee (FRAC) for a preliminary assessment on the strength of the nominee's candidacy.

If FRAC supports a nomination, the nominee shall be informed of his/her nomination. An individual from the FRAC will be appointed by the dean as the dean's liaison to work with the nominator in developing the dossier.

#### **4. Membership of Faculty Research Awards Committee (FRAC)**

The membership of this committee is defined in WCOE OP 10.08 Faculty Research Awards. The committee shall present its recommendations in writing to the dean for each case considered.

#### **5. Nomination Responsibility**

The responsibility for gathering strong evidence supporting the nominee rests primarily with the nominator, but requires significant effort on the part of the nominee, by the Dean's liaison and by the Dean's office staff. Given the amount of effort, a nomination should not be entered into lightly.

#### **6. Nomination Packet**

The intention of the WCOE is to only forward high quality, complete dossiers that provide a compelling case for the candidate to become a Horn Professor. The list below identifies the dossier contents consistent with OP 32.09 and the Whitacre College of Engineering intent.

1. Complete curriculum vita of nominee. The vita will include the following information (per OP 32.09)
  - a) 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.
  - b) Awards and prizes from professional organizations and foundations.
  - c) Grants in support of research, study, or creative works.
  - d) Graduate students advised (e.g. major advisor for thesis and dissertations)
  - e) Offices held in learned societies.
  - f) Papers read before learned societies.
  - g) Lectures or performances delivered at other academic, industrial or professional venues.
  - h) Services as expert, consultant, etc., to business, industry, governmental agencies, and educational organizations.
2. Citations of work. For the appropriate disciplines, number of citations of nominee's work in Science Citation Index, or other appropriate citation index, must be included.
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 should the college forward the dossier to that level; the names should be prominent (see OP 32.09, 2b). At least half of the referees must have no prior collaboration with the nominee, including but not limited to co-authors, co-principle, investigators, graduate advisors, or graduate student advisees. The relationship of the nominee with each referee will be summarized.

4. Three (3) outside letters of recommendation, obtained by the Dean, from the list of 20 referees shall be included in the dossier. Examples of supporting evidence for selection as a Horn Professor and the nominee's complete dossier shall be provided to each individual who is asked to submit an evaluation letter. At least two of these letters will be from objective referees with no prior relationship with the nominee.
5. A thorough and strong letter of support from the nominator. This letter should primarily address the scholarship of the nominee since the primary basis for selection is "national and/or international distinction for outstanding research or other creative, scholarly achievement" (OP 32.09, 3c). Specific evidence of the distinguished nature of the scholarship shall be documented, including (but not limited to) publication record, citations, research funding, special honors, and the record of success of the nominee's doctoral students.

## **7. College Review**

Formal recommendation of the Horn Professor nomination will be via the FRAC.

## **8. Timing**

January 15	The Dean calls for nominations for Horn Professorships.
April 1	Closing date for nominations to the Dean.
May 1	FRAC reviews confidential nominations and initial vita and recommends to the Dean and the nominator whether the nomination should proceed.
Summer	Nominator, nominee, Dean's liaison and Dean's office staff work to complete dossier. Three letters of reference will be sought by the Dean's office.
September	The original plus three (3) copies of the complete dossier due to the Dean.
September 15	The final dossier will be evaluated by FRAC which will submit its recommendation in writing, along with the committee ballot sheets (per OP32.09, #2b), to the Dean.
October 20	Horn Professorship nominations due to the Provost.

April

Recognition of university award recipients from *previous year* during the Spring Faculty Honors Convocation. Plaques and checks presented