

# RULES FOR REVISED DISTINGUISHED PROFESSOR SELECTION PROCESS

(APPROVED BY ACADEMIC COUNCIL FEB 17, 2005)

- 1) **For University-wide Distinguished Professorships, for interdisciplinary University Professorships, and for those Eponyms that honor former Duke administrators** (University-wide professorships are endowed professorships that are not restricted to any particular field or school, e.g., James B. Duke Professorships. The interdisciplinary University Professorships are endowed professorships that are restricted to particular interdisciplinary fields of study and that can be awarded to faculty in any school.)
  - a) The process of selecting faculty members to serve on the Provost's Advisory Committee on Distinguished Professorships and the composition of its membership would be unchanged.
  - b) The procedure for the Provost's Advisory Committee would remain as refined this year. (See attached description of that committee's process effective Fall 2004.)
  - c) As in other years, any tenure-track faculty member, dean, or distinguished professor emeritus could nominate a candidate for any of the above types of University-wide named chairs.
  - d) In addition, effective academic year 2005/06, a dean may forward to the Provost's Advisory Committee on Distinguished Professorships -- for consideration for any of the above types of University-wide named chairs -- any candidate(s) designated as "School Chair Eligible" by the respective School Distinguished Professorships Committee (see Item 2.e.iii. below).
- 2) **For School-specific Distinguished Professorships, Joint-School Distinguished Professorships, and School-Specific Eponyms** (School-specific professorships are endowed professorships where the donor has restricted the professorship to specific schools, departments or fields. If questions arise as to whether any particular endowed professorship is University-wide or school-specific, the decision shall be made by the Provost.)
  - a) School Distinguished Professorships Committee (SDPC) -- Formation and Governance:
    - i) Each school will create either a committee of the whole of its current distinguished professorship holders, or a committee selected from among its current DPs, dedicated to the nomination and evaluation process leading to recommendation of faculty from the school for School-specific Distinguished Professorships at the tenured Full Professor level.
      - (1) The school's evaluation process, including voting procedures, will be established by the Dean after formal consultation with the group of distinguished professors within the school. These written procedures shall take effect only after the Provost has approved the proposed process.
      - (2) If a committee is to consist of only a portion of the current distinguished professorship holders in a school, then its members will be appointed by the Dean from a list recommended by the school's faculty governance body.
      - (3) The committee will be chaired by a faculty member selected by the members of the school committee.
      - (4) The committee member's term of service will be three years.
  - b) SDPC -- Responsibilities:
    - i) The responsibility of the School DP Committee shall be to identify, from nominations submitted to it, those current tenured Full Professors on the school's faculty -- or those external candidates who have been approved for appointment as Full Professor with tenure following review by the Provost's Advisory Committee on Appointment, Promotion and Tenure (or its equivalent in law, clinical sciences, and nursing) -- who have amassed a sufficiently substantial record of intellectual achievement in the

- advancement of knowledge to warrant designation as a Distinguished Professor. The essential criteria to be measured are the quality and the impact of the candidate's intellectual contribution as recognized by distinguished scholars in the appropriate areas. (How has the candidate's work reshaped thinking in the discipline?) Those so designated by the School DP Committee shall be considered "School Chair Eligible" and their names shall be forwarded in writing to the respective Dean and to the Provost.
- ii) Annually, at the end of the academic year when reviews of the candidates have been completed, the SDPC Chair shall forward to the Provost's Office for retention purposes all records related to each school chair candidate's nomination.
  - iii) In addition, following completion of the SDPC's selection of the pool of "School Chair Eligible" faculty, the Dean may request that specific candidates' dossiers be forwarded for subsequent consideration by the Provost's Advisory Committee on Distinguished Professorships (see Item 2.e.iii. below).
- c) SDPC -- Nominations for School-Specific Chairs:
- i) Nominations of current tenured Full Professors on the school's faculty for School-specific professorships will annually be solicited by a standardized letter approved in advance by the Provost (see copy attached) and sent by the School DP Committee's Chair to deans and all other tenure-track members of the school's faculty.
  - ii) In keeping with policy in Chapter 4 of the *Duke University Faculty Handbook*, nominations of external candidates will be accepted for consideration by the respective School DP Committee only after such a candidate has been approved for appointment at the rank of Full Professor with tenure following review by the Provost's Advisory Committee on Appointment, Promotion and Tenure (or its equivalent in law, clinical sciences, and nursing) and subsequent written approval by the Provost of the appointment as Full Professor with tenure. Nominations for such external candidates may be submitted to the School DP Committee by the respective department chair and/or dean.
  - iii) All nominations received will be reviewed by the School DP Committee.
- d) SDPC -- Evaluation Process
- i) In reaching the determination of which candidates merit the designation of "School Chair Eligible" faculty, the School DP Committee shall consider the full academic record of each candidate (see Provost's Advisory Committee process attached) and shall base its recommendation on at least four or more arm's length letters from distinguished professors at other prestigious research universities regarding the nomination. These external arm's length evaluations shall be solicited using the standardized request letter approved in advance by the Provost for this purpose (copy attached).
  - ii) In selecting the pool of "School Chair Eligible" faculty, each School's DP Committee shall follow the voting procedures established as part of the process forming the School DP Committee and developed by the Dean after formal consultation with the group of distinguished professors within the school (see Item 2.a.i.1. above).
- e) SDPC -- Dean's Responsibilities:
- i) The Dean will attend at least all the meetings of the School DP Committee at which votes are taken on candidates.
  - ii) Following conclusion of the SDPC's evaluations, the Dean shall have the responsibility in any year of selecting from among the "School Chair Eligible" pool nominees (from the current year or earlier years) for the Provost to consider as recipients of any available School Chairs in that year.
  - iii) In addition, following conclusion of the SDPC's evaluations, the Dean may draw from the resulting pool of faculty designated by the SDPC as "School Chair Eligible" (in the current year or earlier years) any candidate(s) he or she wishes to recommend to the

Provost's Advisory Committee on Distinguished Professorships as a nomination for any type of University-wide named chair.

- (1) The Dean shall forward a nomination letter to the Chair of the Provost's Advisory Committee (with a copy going to the Chair of the SDPC) in which he or she details the basis for such a recommendation.
- (2) The Dean shall ask the SDPC Chair (by copy of the above letter) to forward the complete dossier of the candidate(s) to the Provost's Advisory Committee for its subsequent consideration and advice to the Provost.
- (3) If the Provost's Advisory Committee receives any such Dean's nomination too late for its consideration in any year, the candidacy shall be held over to the following year.

f) SDPC -- Provost's Responsibilities:

- i) The Provost shall generally make no recommendations to the President or to the Board of Trustees in connection with filling any available School-specific chairs until after the Provost's Advisory Committee on Distinguished Professorships has completed its work for the year. Exceptions can include cases where the decisions of the Provost's Advisory Committee on Distinguished Professorships cannot affect the recommendations of Deans based on the advice of the School Distinguished Professorships Committee.
- ii) The Provost's annual dinner will honor all DPs -- School Specific and University.

# ARTS & SCIENCES RULES FOR REVISED DISTINGUISHED PROFESSOR SELECTION PROCESS

#1 approved by Academic Council on February 17, 2005

#2 approved at the same time but modified by the Dean of the Faculty of Arts and Sciences to meet A&S needs and approved by the Provost (Summer 2005)

## 3) For University-wide Distinguished Professorships, for interdisciplinary University

**Professorships, and for those Eponyms that honor former Duke administrators** (University-wide professorships are endowed professorships that are not restricted to any particular field or school, e.g., James B. Duke Professorships. The interdisciplinary University Professorships are endowed professorships that are restricted to particular interdisciplinary fields of study and that can be awarded to faculty in any school.)

- a) The process of selecting faculty members to serve on the Provost's Advisory Committee on Distinguished Professorships and the composition of its membership would be unchanged.
- b) The procedure for the Provost's Advisory Committee would remain as refined this year. (See attached description of that committee's process effective Fall 2004.)
- c) As in other years, any tenure-track faculty member, dean, or distinguished professor emeritus could nominate a candidate for any of the above types of University-wide named chairs.
- d) In addition, effective academic year 2005/06, a dean may forward to the Provost's Advisory Committee on Distinguished Professorships -- for consideration for any of the above types of University-wide named chairs -- any candidate(s) designated as "School Chair Eligible" by the respective School Distinguished Professorships Committee (see Item 2.e.iii. below).

## 4) For School-specific Distinguished Professorships, Joint-School Distinguished Professorships, and School-Specific Eponyms

(School-specific professorships are endowed professorships where the donor has restricted the professorship to specific schools, departments or fields. If questions arise as to whether any particular endowed professorship is University-wide or school-specific, the decision shall be made by the Provost.)

### a) School Distinguished Professorships Committee (SDPC) -- Formation and Governance:

i) Arts & Sciences will create a committee selected from among its current school-specific DPs to evaluate school faculty nominated for School-specific Distinguished Professorships at the Full Professor level. Non-school-specific distinguished professors ineligible for SDPC membership include university professors, Bass professors, non-tenure track faculty, emeritus faculty, and jointly appointed faculty whose tenure resides outside of Arts and Sciences.

(1) A&S's evaluation process, including voting procedures, will be established by the Dean after formal consultation with the distinguished professors in A&S. These written procedures shall take effect upon the Provost's approval.

(2) The SDPC will comprise six members, two from each academic division.

(3) The Dean will appoint the SDPC from a list approved by the Executive Committee of the Arts and Sciences Council.

(4) The members of the SDPC will select its chair annually.

(5) Terms will be three years; the first panel will be appointed to staggered terms of one year, two years, and three years so that it will naturally rotate in the future.

### b) SDPC -- Responsibilities:

i) Using the nominations solicited by the Chair, the SDPC shall identify those school faculty or external candidates approved for appointment by the Provost who have amassed a sufficiently substantial record of intellectual achievement in the advancement of

- knowledge to warrant designation as a Distinguished Professor. The criterion for approval is the quality and impact of the candidate's intellectual contribution as recognized by distinguished scholars in the appropriate areas. (See "Function and Operation" #10) Those so designated by the SDPC shall be considered "School Chair Eligible" and their names shall be forwarded in writing to the Dean and Provost.
- ii) At the end of each academic year when reviews of the candidates have been completed, the SDPC Chair shall forward to the Provost for retention all records related to each nomination.
  - iii) Following completion of the SDPC's identification of "School Chair Eligible" faculty, the Dean may request that some dossiers be forwarded to the Provost's Advisory Committee on Distinguished Professorships for consideration for University professorships (see Item 2.e.iii.).
- c) SDPC -- Nominations for School-Specific Chairs:
- i) No later than August 20 of each summer, the SDPC Chair will solicit nominations for school-specific professorships from all regular rank A&S faculty, using the standard letter approved by the Provost.
  - ii) Respecting the policy in Chapter 4 of the *Duke University Faculty Handbook*, nominations of external candidates will be accepted for consideration by the SDPC only after such candidates have been approved for appointment by the Provost. Nominations of external candidates may be submitted to the SDPC by the Dean or the respective department chair.
  - iii) All nominations received will be reviewed by the SDPC.
- d) SDPC -- Evaluation Process
- i) In determining which candidates merit the designation of "School Chair Eligible" faculty, the SDPC shall consider the full academic record of each candidate and base its recommendation on at least four arm's length letters from distinguished professors at other prestigious research universities regarding the nomination. These evaluations shall be solicited using the standard request letter approved by the Provost.
  - ii) In selecting the pool of "School Chair Eligible" faculty, the SDPC shall follow the voting procedures established by the Dean after formal consultation with the group of distinguished professors within the school (This was done in an open meeting of A&S distinguished professors held on April 7, 2005).
- e) SDPC -- Dean's Responsibilities:
- i) The Dean of the Faculty and the appropriate divisional dean will attend at least meetings of the SDPC at which votes are taken.
  - ii) Following conclusion of the SDPC's evaluations, the Dean shall select "School Chair Eligible" nominees (from the current or earlier pools) for the Provost to consider for available School Chairs.
  - iii) Following conclusion of the SDPC's recommendations, the Dean may recommend "School Chair Eligible" candidates (from the current year or earlier years) for consideration by the Provost's DPC for University-wide chairs.
    - (1) The Dean shall write a letter to the Chair of the Provost's DPC (copy to the Chair of the SDPC) detailing the basis for nominations.
    - (2) Upon receipt of that letter, the SDPC Chair will forward the complete dossier of the candidate(s) to the Provost's DPC.
    - (3) If the Provost's DPC receives Dean's nominations too late in the year for consideration, they shall be considered the following year.

f) SDPC -- Provost's Responsibilities:

- i) The Provost shall generally make no recommendations to the President or to the Board of Trustees to fill available School-specific chairs until after the Provost's DPC has completed its work for the year. Exceptions can include cases where the decisions of the Provost's DPC cannot affect the recommendations of Deans based on the advice of the SDPC.
- ii) The Provost's annual dinner will honor all DPs -- School Specific and University.

## **FUNCTIONS AND OPERATION OF THE DEAN'S ADVISORY COMMITTEE ON DISTINGUISHED PROFESSORSHIPS IN ARTS & SCIENCES**

1. The committee's purpose is to advise the dean by evaluating candidates nominated for named professorships and recommending those considered qualified for this high honor at Duke University.
2. The School Distinguished Professor Committee (SDPC) will evaluate the quality of academic achievement and level of scholarly impact of each candidate and recommend to the Dean whether the nominee meets the standards established for a distinguished professorship at Duke University.
3. Committee members will maintain the strictest confidentiality in their committee work.
4. Strategic considerations such as retention, race, gender, and the nominee's relation to the goals and needs of the school are the responsibility of the Dean and Provost; hence, such institutional factors will not be considered by the SDPC.
5. The SDPC Chair appoints subcommittees, including a chair for each from among its membership, to conduct an initial review of candidates assigned it and to identify to the full committee those nominees its members consider premature and those who merit further consideration. The SDPC will accept or amend these subcommittee reports.
6. For candidates approved for full assessment, the subcommittee will consult at least four outside distinguished scholars (using the approved request letter). When appropriate, the committee may consult:
  - citation indexes
  - published scholarly reviews
7. The SDPC Chair will solicit nominations no later than August 20, with a September 30 deadline for nominations, allowing time for the SDPC to coordinate its results with the Provost's DPC.
8. The subcommittee will share the assembled documentation for each of the candidates assessed with the SDPC in advance of its final meeting. During its final deliberations, the SDPC will discuss the evidence provided by the subcommittees and, using consistently high standards and voting by secret written ballot, will recommend to the Dean those faculty considered qualified, based solely on the candidate's scholarship. As noted, broader considerations are the responsibility of the Dean and Provost, beyond the scope of the SDPC.
9. The Dean of the Faculty and appropriate divisional deans are present as non-voting observers at meetings where the vote is taken; they are thus informed of the vote's result. The Dean receives copies of the subcommittees' written reports on each candidate. The SDPC is free to recommend that no named chairs be filled in a particular year. The Dean may accept all, some, or none of the SDPC's recommendations.
10. Former Provost Phillip Griffiths recommended that scholarly contribution be measured by the candidate's impact on a field, determined by two questions: --How has the candidate's work reshaped thinking in a discipline? --Has the candidate's work opened a new area of scholarship?

11. When committee members have served on search committees for external distinguished professorship appointments or when candidates from their departments (or whom they have nominated at some point) are under consideration, committee members will recuse themselves. Although not present during the deliberations or vote, they may respond to general questions from the subcommittee or SDPC.
12. All inquiries about candidates will be referred to the SDPC Chair.
13. Assuming a quorum, a positive recommendation to the Dean requires an absolute majority of the committee, that is, at least five affirmative votes. A quorum requires at least six committee members to be present and voting, with each division represented by at least one member. The chair will vote in all instances.

#### **2005/06 Timeline**

August 20 Nominations solicited from A&S faculty by committee chair

September 30 Solicitations due

December 12 Recommendations to the Provost due

Approved by the Dean of the Faculty and the Provost  
Summer 2005



## **DUKE DIVINITY SCHOOL Procedures for the School Distinguished Professors Committee**

In accordance with the “Rules for Revised Distinguished Professor Selection Process,” Dean L. Gregory Jones convened a meeting on Monday, March 28<sup>th</sup>, at 2:00 p.m., of the current Divinity School faculty members who hold tenured distinguished professorships: James Crenshaw, Stanley Hauerwas, Richard Hays, Richard Heitzenrater, Richard Lischer, David Steinmetz, and Geoffrey Wainwright. All were attendance except Professor Lischer, who was out-of-town.

It was the consensus recommendation of the distinguished professors that the Divinity School’s SDPC should function as a committee of the whole. All distinguished professors, including those on leave, will be eligible to participate in each year. This will include any distinguished professors holding tenure in another Duke school but also holding appointment in the Divinity School. The SDPC will not include distinguished professors emeriti.

The committee will have a convener, which shall rotate alphabetically each year among the distinguished professors. Each year the committee, through the convener, shall solicit nominations from the faculty as stipulated by the “Rules.” However, the committee will likely only proceed to gather further information for determining “school chair eligible” faculty if there is a prospect on the horizon for a school chair to become available. In such a case, nominations will be held until such a time as there is a foreseeable prospect for an available school chair. At that point, the SDPC, through the convener, will solicit external letters before determining that a candidate(s) is to be brought before the full committee for a vote to consider that person (or persons) “school chair eligible.” The quorum for such a vote will be the absolute majority of the SDPC’s membership during that particular year (excluding those on leave), and the minimum number of votes to be definitive will be the absolute majority of the SDPC’s members voting (either present at the meeting or in absentia, in keeping with the Divinity School By-Laws for faculty votes). In all respects the SDPC in the Divinity School will be guided by the “Rules” document.

All votes will be taken by secret ballot. In addition, all aspects of the process are to be strictly confidential, including the names of the nominees, the identities of evaluators, the stage of the review, and any votes taken.

# **Written policy regarding School Distinguished Professors Selection Distinguished Professors, Pratt School of Engineering**

The Distinguished Professors of the Pratt School of Engineering and the Dean of the School met on March 31, 2005 to discuss the proposed structure and process for selecting the School Distinguished Professors (SDP). There was consensus on the following structure of the committee and the process for selecting SDPs:

## Structure:

The initial SDP Committee (Committee) will consist of all distinguished professors (DP) within the Pratt School of Engineering and the Dean of the School. Distinguished Professors holding tenure in another Duke school, but also holding appointments in the Pratt School of Engineering are not eligible for membership in the SDP Committee.

The initial term of service will be three years.

The size of the Committee will be reviewed at the end of the initial three-year term.

A Chair will be elected by an absolute majority vote of the existing DPs of the School in each year.

## Process:

Nominations for a distinguished chair can be made by any regular rank faculty member, and submitted to the Chair of the SDP Committee. Nominations will be solicited annually and all nominations received will be evaluated. External nominations will be considered only after the Provost has approved the appointment. Nominations should be kept strictly confidential and consist of a dossier containing the candidate's current curriculum vitae, nominating statement describing why the individual is outstanding, and six names of arm's length experts external to the institution who are qualified to evaluate the candidate.

The nominations in any one year will be reviewed according to a two-step process. In step one, the Committee shall meet and select from the pool of nominees, those candidates who by their CV and nominating letter are deemed truly outstanding and meet the minimum expectations for a DP. The committee will be making preliminary judgments by identifying those candidates that merit further consideration and those for whom the award of a named chair seem premature. These candidates will be selected by an absolute majority secret ballot of the DPs in that year.

Step 2 involves requesting letters and supporting statements from four or more arm's length experts external to Duke University. These letters may include, but will not be limited to, the names suggested by the nominator. Upon receiving the external letters, the Committee Chair will assign the candidate's dossier to two members of the Committee, who will be responsible for leading the discussion for their assigned candidate. A secret ballot will be taken after each candidate is discussed, as to whether the Committee will recommend the candidate to the Dean for DP designation. The Dean will attend all meetings at which votes are taken. For the purposes of determining criterion for a definitive recommendation of "school chair eligible," the vote must be taken by an absolute majority of the SDPC membership in that year. This absolute majority constitutes a quorum. The result of the ballot will be recorded and a summary of the discussion made by the Chair of the Committee for the Dean. Each year, "at the end of the academic year when reviews of the candidates have been completed, the SDPC Chair shall forward to the Provost's Office for

retention purposes all records related to each school chair candidate's nomination." (Rules for Revised Distinguished Professor Selection Process [approved by Academic Council Feb. 17, 2005])

The Dean will consider the vote and advice of the Committee in recommending candidates for DP to the Provost. The Dean "has the responsibility in any year of selecting from among the 'School Chair Eligible' pool nominees...for the Provost to consider as recipients of any available School Chairs in that year." (ibid) The Dean "may draw from the resulting pool of faculty designated by the SDPC as 'School Chair Eligible' ...any candidate(s) he or she wishes to recommend to the Provost's Advisory Committee on Distinguished Professorships...for any type of University-wide named chair." (ibid) The recommendation will consist of a nomination letter to the Chair of the Provost's Advisory Committee on DP. Should the Committee recommend more candidates for DP designation than the School has endowed Chairs, the names will remain in a pool of faculty that are deemed "School Chair Eligible" for three years (the term of any one Committee member). After three years, the candidate will need to be reconsidered by the Committee, and it will be at the discretion (as evidenced by an absolute majority vote of the Committee membership in that year) whether outside letters are requested.

# The Fuqua School of Business Distinguished Professorship Committee

## Committee Purpose:

- The Fuqua School Distinguished Professorship Committee is charged with soliciting nominations for candidates to be considered for distinguished professorships at the Fuqua School of Business, evaluating the quality of academic achievement and level of scholarly impact of each candidate, and subsequently making a recommendation to the Dean as to whether a nominee meets the academic standards established for a distinguished professorship at The Fuqua School of Business and Duke University.
- The committee will use the following definition of scholarly contribution in evaluating a candidate: Scholarly contribution should be measured by impact on a field, such as can be determined by a series of questions:
  - How has the candidate's work reshaped thinking in a discipline?
  - Has the candidate's work opened a new area of scholarship?
  - Has the candidate's work had a major impact on an important area of research?
- A primary operating principle of the Fuqua School Distinguished Professorship Committee is that of strictest confidentiality.
- All inquiries about candidates from anyone not a member of the Fuqua School Distinguished Professorship Committee should be referred to the Fuqua School Distinguished Professorship Committee Chair.

## Committee Membership and Structure:

- The Fuqua School Distinguished Professorship Committee shall consist of all tenure track faculty members of the Fuqua faculty who hold Distinguished Professorships, including those with joint appointments whose primary tenure appointment is in the Fuqua School. Emeritus faculty members are ineligible for membership on the Fuqua School Distinguished Professorship Committee.
- The Chair of the Fuqua School Distinguished Professorship Committee shall be selected each academic year by an absolute majority vote cast by the Fuqua School Distinguished Professorship Committee membership.

## Committee Procedures:

- Starting with the 2005 Fall Semester, the Fuqua School Distinguished Professorship Committee Chair will solicit nominations from the faculty prior to the beginning of the fall semester by standardized letter.
- All nominations received will be evaluated by the Fuqua School Distinguished Professorship Committee with external candidates to be considered only after the Provost has approved their appointment at the rank of Full Professor with tenure.
- The Fuqua School Distinguished Professorship Committee shall determine by an absolute majority vote the candidates to receive further consideration based on the following criteria.

The essential criteria to be measured are the quality and the impact of the candidate's intellectual contribution as recognized by distinguished scholars in the appropriate areas.

- The Fuqua School Distinguished Professorship Committee Chair will appoint a three-person ad hoc committee for each candidate voted to receive further consideration. The Fuqua School Distinguished Professorship Committee Chair will also select a chair for each ad hoc committee who shall have some expertise in the candidate's area. If adequate expertise is not available from the Fuqua School Distinguished Professorship Committee membership, the Fuqua School Distinguished Professorship Committee Chair may, with the Dean's approval, invite a faculty member who holds a Distinguished Professorship outside the Fuqua School with such expertise to serve either as a member or as chair of the candidate's ad hoc committee.
- Each ad hoc committee will conduct a review of their assigned candidate, and ultimately report to the full Fuqua School Distinguished Professorship Committee.
- The ad hoc committee's evaluation will include:
  1. obtaining at least four arm's length evaluations from distinguished professors at other prestigious research universities, using the approved evaluation request letter
  2. consulting citation indexes, and/or
  3. consulting published scholarly reviews
  4. reading selected publications
- The assembled documentation on each of the candidates being evaluated by each ad hoc committee will be shared with the Fuqua School Distinguished Professorship Committee in advance of its final deliberations.
- During its final deliberations, the Fuqua School Distinguished Professorship Committee will discuss each candidate in terms of their scholarship and the evidence assembled thereof and will vote by secret ballot to obtain a final list of names to recommend to the Dean.
- Any Fuqua School Distinguished Professorship Committee members, who are co-authors with a candidate or have served on a candidate's thesis committee, will be excused from the deliberations about that candidate and will be ineligible to vote on that candidate. Although committee members ineligible to vote will not be present during the deliberations on these candidates, they may respond to general questions from the ad hoc committee and/or the full Fuqua School Distinguished Professorship Committee.
- The Dean shall attend all meetings during which votes are cast and shall have the responsibility of considering any broader considerations that are beyond the scope of the Fuqua School Distinguished Professorship Committee (e.g., institutional factors, diversity considerations, and retention efforts).
- The final list of names designated by the Fuqua School Distinguished Professorship Committee to be "School Chair Eligible" shall be forwarded by the committee in writing to the Dean and the Provost. The Fuqua School Distinguished Professorship Committee is free to recommend that no named chairs be filled in a particular year. The dean may accept some or none of the committee's recommendations.

- Following the conclusion of the Fuqua School Distinguished Professorship Committee's evaluations, the Dean shall have the responsibility in any year of selecting from the "School Chair Eligible" pool any nominees (from the current year or from earlier years) for the Provost to consider as recipients of available School Chairs in that year. The Dean may also draw from the resulting pool of faculty designated by the DP Committee as "School Chair Eligible" any candidate(s) he or she wishes to recommend to the Provost's Advisory Committee on Distinguished Professorships for any type of University-wide named Chair.
- At the end of the academic year, when all candidate reviews have been completed, the Fuqua School Distinguished Professorship Committee Chair shall forward all records related to each School Chair's nomination to the Provost's Office for retention purposes.

**Fuqua School Distinguished Professorship Committee Voting Procedures:**

- A positive recommendation to the Dean is constituted by a two-thirds (2/3) majority vote of those present at a Fuqua School Distinguished Professorship Committee meeting either in person or by phone. To address the problem of quorums, no one will be recommended for a chaired professorship at any meeting unless they have positive votes equal to or greater than half the total number of those "eligible" (as stated above) members of the Fuqua School Distinguished Professorship Committee. For example, if the number of members of the Fuqua School Distinguished Professorship Committee is 18 and 3 are excused, the number of those "eligible" would be 15, and if all are present in person or participate by phone, a total of 10 positive votes would be needed. As another example, if only 9 members of the 15 eligible members of the Fuqua School Distinguished Professorship Committee are present, 8 positive votes would still be needed to constitute a 2/3 majority vote of those present, as well as to meet the requirement that at least half of all eligible members favor the candidate. Again, at any meeting, the number of positive votes must be equal to or greater than half the total number of those "eligible" to vote.

August 3, 2005

## **Distinguished Professor Selection Policy and Procedures: Duke University School of Law**

1. The Law School's Distinguished Professorships Committee (the "DP Committee") will consist of all Law School professors holding School-specific Distinguished Professorships, including Eponyms, and all Law School professors holding University-wide Distinguished Professorships. ("Law School professors" includes non-tenure track and emeritus faculty.) The DP Committee will not include Distinguished Professors whose primary appointment is in another University school or department.
2. The DP Committee will be chaired by a member of the Committee who is elected by the Committee. The chair will hold a two-year term. Election of the chair shall be held at a meeting of the DP Committee called by the dean in the spring semester preceding the beginning of the chair's term. Election will be based on nominations from the Committee, and by majority vote of the members of the DP Committee present and voting. All votes of the DP Committee shall be taken by secret ballot, and all aspects of the selection process shall be kept confidential, including the names of the nominees, the identity of the evaluators, and the stage of the review. An absolute majority (*i.e.*, a majority of the full membership less qualified emeritus faculty) of the DP Committee shall constitute a quorum.
3. The responsibility of the DP Committee is to identify, from nominations submitted to it, those current tenured full professors on the Law School's faculty, and those external candidates approved for appointment as full professor with tenure by the faculty and the provost, who have a record of substantial intellectual achievement, and the likelihood of continued future excellence as a scholar. Nominated candidates are to be evaluated on both the quality and the impact of their intellectual contributions, as judged by the DP Committee, and by external scholars who are distinguished in the candidate's field of study.
4. Nominations to the DP Committee for School-specific Distinguished Professorships shall be solicited annually by the chair of the DP Committee from all tenure-track members of the Law School's faculty (including the dean), using a standard form approved by the Provost. All nominations will be reviewed and evaluated by the DP Committee, which shall select from nominated candidates those that appear likely to qualify for a School-specific distinguished professorship. Selection will be made by majority vote of the members of the DP Committee present and voting. More than one candidate may be selected. For the candidates selected for further review, the DP Committee will obtain external letters from four or more arm's length reviewers, who must be distinguished professors in the candidate's field(s). These external reviewers shall be solicited using the standardized request letter approved in advance by the provost for this purpose.
5. Based on the candidate's full academic record, including publications and the external review evaluations, the DP Committee shall identify those professors whom it determines are qualified to receive a School-specific distinguished professorship. To be determined as "School Chair Eligible," the candidate must receive an absolute majority vote. The dean must be present at the meeting called for this purpose.
6. Once a faculty member is determined to be School Chair Eligible, he or she continues in the pool of eligible candidates for a distinguished professorship until removed by a majority vote of the DP Committee. Following conclusion of the annual process for selecting School Chair Eligible faculty, the dean shall have the responsibility, after consultation with the DP Committee, of selecting from

the group of School-chair eligible (from that year, or prior years) the candidate(s) he or she determines should be sent to the provost for consideration of any available School Chairs in that year. From that same pool, the dean, again with consultation with the DP Committee, may also forward nominations to the Provost's Advisory Committee on Distinguished Professorships for any type of University-wide named chair.

March 31, 2005



# Nicholas School Distinguished Professorships Committee (SDPC)

## Composition and Procedures

1. The SDPC will consist of all active Distinguished Professors with primary appointments in the Nicholas School. It will elect its Chair for a 2-year term at the beginning of the academic year.

(The SDPC shall not include Emeritus Distinguished Professors, Bass Professors, or professors (at any rank) who hold endowed chairs that have not been awarded through the process for naming Distinguished Professors)

2. The Committee shall at any time be ready to receive nominations of candidates to hold Distinguished Professorships, but at least once per year, preferably in the month of August, will also issue a formal call for such nominations from the tenured and tenure-track faculty of the Nicholas School.
3. The Committee shall evaluate all such proposals using the criteria and procedures of the University Committee on Distinguished Professorships, including the assembly of a dossier to support the nomination and the solicitation of outside letters of recommendation from eminent scholars.
4. The Committee shall forward a record of its vote on all nominations to the Dean and the Provost, with the assembled dossier and a short summary of the compelling merits of the case. To conduct its business, a quorum for the SDPC Committee shall consist of at least 75% of those eligible being in attendance or connected electronically to hear the deliberations and vote. A definitive recommendation will receive an absolute majority of votes from the eligible SDPC membership. All votes are to be taken by secret ballot, and the deliberations of the SDPC committee must remain confidential.
5. The Dean, who shall attend all voting meetings of the SDPC, will recommend to the Provost candidates to be awarded School-specific Distinguished Professorships or candidates that the Dean wishes to be considered by the University Committee on Distinguished Professorships for the potential award of a University-Wide Chair. For the latter, the Dean will make nominations to the Chair of the University Committee on Distinguished Professorships.
6. Additional details on the SDPC procedures can be found in the “Rules for Revised Distinguished Professor Section Process (as approved by the Academic Council 17 February 2005).

## **SCHOOL OF MEDICINE POLICY FOR DISTINGUISHED PROFESSOR SELECTION**

The selection process for the award of Distinguished Professorships has changed in the last several years. This document reflects the policies and procedures now in effect.

A Distinguished Professorship is the highest honor Duke University may bestow upon a faculty member. The award of a Distinguished Professorship requires action by Duke University's Board of Trustees.

### **School of Medicine Distinguished Professor Committee (SMDPC)**

The purpose of the School of Medicine Distinguished Professor Committee (SMDPC) is to solicit nominations and evaluate faculty of the School of Medicine for eligibility to be Distinguished Professors. The committee will evaluate faculty at the rank of associate or full professor. Distinguished Professorships are generally limited to faculty with the rank of full professor, except those chairs specifically designated for assistant or associate professors. Nominations at the level of assistant professor will be evaluated by the Provost upon nomination by the Dean of the School of Medicine. Those faculty that are approved by the SMDPC are "chair eligible." It is from this pool of faculty that, in consultation with the Dean, the Provost will make selections to recommend to the Board of Trustees for Distinguished Professorships. These honors include those limited to faculty of the School of Medicine, chairs that are joint honors between SOM and other Duke University Schools (as appropriate,) and the Distinguished Professorships of Duke University that are not confined to a specific school. Faculty deemed to be chair eligible shall remain so for four years and may be appointed to Distinguished Chairs without reconsideration by the SMDPC.

### **Structure**

The School of Medicine Distinguished Professor Committee will consist of twelve members who are themselves holders of Distinguished Chairs. Committee Membership will be limited to Full Professors whose primary appointments are in the School of Medicine. The Dean of the School of Medicine, in consultation with the Clinical Science Faculty Council and Basic Sciences Faculty Steering Committee, will select and appoint faculty to the SMDPC. Committee members will serve three-year terms with the possibility of reappointment. The Members' terms will be staggered. The Committee Members will elect one of themselves Chair. Selection and term time (1-3 years depending on remaining membership term) of the Chair will be by vote, with an absolute majority of the committee membership required for election.

### **Process**

The Committee will solicit nominations by standardized letter to be sent to all tenured and tenure track faculty of the School of Medicine. Nominees may be current faculty with primary or joint (as opposed to secondary) appointments in the School of Medicine or external candidates with

such appointments pending approval by the School of Medicine Appointment, Promotion, and Tenure Committee (SM APT,) the Provost's APT Committee (as appropriate,) and the Board of Trustees. Nominations will be reviewed by the SMDPC in a timely matter. The Committee may convene to review or vote on candidates at any date convenient. Faculty found to be chair eligible may be referred to the Provost throughout the year. But the SMDPC will meet at least annually.

### **Evaluation**

Candidates shall be evaluated based on the letter of nomination, CV and supporting publications, books, and manuscripts and by at least four letters from distinguished qualified scholars external to Duke who do not have a collaborative or mentor relationship. The Committee Chair may assign individual members of SMDPC to closely review individual candidates and report to the greater Committee.

In rare instances, the SMDPC Chair may ask the Dean to refer a candidate to the Provost for consideration by the University DPC, *e.g.* a case that is so broadly interdisciplinary that the SMDPC determines it is not competent to evaluate all the disparate disciplines, or a case with an unusually high recusal rate among the SMDPC members.

### **Selection**

Selection of faculty to be chair eligible will be by secret ballot. An absolute majority of SMDPC members must vote favorably for a candidate to be declared chair eligible. The Committee will forward to the Dean and to the Provost the names, in writing, of faculty declared chair eligible.

### **Criteria for Selection**

Candidates must have a substantial record of intellectual achievement in the advancement of knowledge and/or clinical care to warrant a distinguished chair. The SMDPC will consider the quality and the impact of the candidates' intellectual or clinical contributions as recognized by distinguished scholars and respected clinicians in the discipline.

### **Responsibility of the Dean**

The Dean of the School of Medicine or the Associate Dean designated by the Dean shall attend meetings of the SMDPC at which votes are cast. The Dean of the School of Medicine will provide consultation to the Provost regarding which Faculty to be recommended to the Board of Trustees and what specific Chairs they should be awarded.

Revised July 1, 2016 and November 25, 2013

# Duke University School of Nursing Process for Nominating Faculty for Distinguished Professors

June 9, 2005

## Types of Distinguished Professorships

**University-wide Distinguished Professorships** (endowed professorships that are not restricted to any particular field or school, e.g., James B. Duke Professorships)

**Interdisciplinary University Professorships** (endowed professorships that are restricted to particular interdisciplinary fields of study and that can be awarded to faculty in any school)

**Distinguished Professorships that Honor Former Duke Administrators** (Eponyms)

**School Specific Distinguished Professorships** (endowed professorships where the donor has restricted the professorship to specific schools, departments, or fields)

## Proposed Steps: Committee Formation/Composition

1. Obtain list of University-wide Distinguished Professorships (DPs), for interdisciplinary University Professorships, and a list of School-specific Distinguished Professorships (all Duke University Professors Holding Endowed Chairs)
2. Select from that list, three people to serve as members of a Distinguished Professor Selection Committee for the School of Nursing for a three year term. The School of Nursing Dean may not serve on this committee because all SDPC recommendations are made to the Dean.
3. Once the School of Nursing has DPs on its faculty, they will replace external members on this committee (external members may not need to serve a full three year term).
4. The School of Nursing Dean will appoint one of the Committee members to serve as the Chair only until such a time as the SDPC is comprised of three Nursing faculty holding distinguished professorships. At that time, the SDPC will select its own Chair.
5. Once the Provost and Board of Trustees have approved more than three Nursing faculty members for distinguished professorships, the SDPC will become a committee of all DPs in the School of Nursing. This Committee will continue to include DPs external to the School (appointed by the Dean) only if retirement or resignation causes a reduction to less than three DPs in the School.
6. The SDPC may include distinguished professors emeriti as nonvoting ex-officio members within five years of retirement.

## Proposed Steps: Process

1. Refer to *Rules for Revised Distinguished Professor Selection Process* (approved by Academic Council, Feb 17, 2005).
  - a. Responsibilities (section 2.b. below)
  - b. Nominations (section 2.c. below)
  - c. Evaluation of Candidate (section 2.d. below)
2. The Dean puts forth nominees for the Provost to consider as recipients of any available School Chairs or University-wide Chairs (section 2.e., ii and iii below)
3. The Provost recommends nominees to the President and to the Board of Trustees (section 2.f.i below).
4. A quorum is set as the absolute majority of the SDPC's membership during that particular year.
5. The minimum number of votes to be definitive is set as the absolute majority of the SDPC's membership in that year.

6. Votes are to be taken by secret ballot and all aspects of the process are to be strictly confidential, including the names of the nominees, the identity of evaluators (letters), and the stage of review.