To: Academic Deans

Date: September 15, 2015

Subject: Nominations for Alumni Distinguished Professor

This is an invitation to nominate faculty members for appointment as Alumni Distinguished Professor (ADP) to be approved at the Board of Visitors meeting in March 2016 and effective April 10, 2016. We currently have one open appointment for this prestigious university honor. This opportunity to highlight the achievements of very special faculty members does not come often, and I encourage you to think carefully about your nomination(s).

While there is no limit on the number of nominations per college for this appointment, the development of a competitive dossier is a time-consuming process that should be reserved for a relatively small number of exceptional candidates. We recommend that departmental and college honorifics or executive committees make their initial selection by reviewing candidate vitas, then developing full dossiers only for the final nominee(s). Review and approval of the final nomination(s) by the college honorifics committee and dean are expected and required. Deans should submit the names of candidates coming forward to me (amyhogan@vt.edu) by October 30, 2015.

Nomination dossiers are due January 8, 2016. Please note that past selection committees have recommended specific guidelines for the dossier format, which are attached with this letter. The dossier should not exceed 30 pages, excluding the curriculum vitae. Only an electronic copy of the nomination dossier need be submitted. Please submit the entire document as a single .pdf file in an email attachment to me (amyhogan@vt.edu).

The Faculty Handbook provides the following statement on Alumni Distinguished Professors:

The Alumni Distinguished Professorship (ADP) recognizes extraordinary academic citizenship and distinguished service within the Virginia Tech community. In recognition of the importance of alumni to the university, the Alumni Distinguished Professorship is a pre-eminent faculty appointment, reserved by the Board of Visitors for recognition of faculty members who, over time, have made outstanding contributions to the instructional program of the university and, in so doing, have touched the lives of generations of Virginia Tech alumni.
Alumni Distinguished Professor

Section 3.2.2 of the Faculty Handbook provides further detail on the selection process, privileges and responsibilities of ADPs.

Those who already hold a named professorship or chaired position at Virginia Tech are eligible for a concurrent appointment as ADP, if selected. The financial benefits to selected ADPs include a salary supplement, which varies depending on current salary, and a modest state-funded operating account. New ADP appointments are for a ten-year period and may be renewed.

This call for nominations, the dossier guidelines, and the cover page template may all be found on the provost’s web site, [www.provost.vt.edu](http://www.provost.vt.edu).

Thank you,

Amy M. Hogan
Assistant Provost for Leadership Initiatives

Attachments:  Dossier Guidelines
              Cover Page Template

cc:  Timothy Sands, President
     Thanassis Rikakis, Executive Vice President and Provost
     Charles Phlegar, Vice President for Advancement
     Current ADPs and UDPs
     Jack Finney, Vice Provost for Faculty Affairs