



## M E M O R A N D U M

September 19, 2014

To: Academic Deans

From:   
Mark G. McNamee  
Senior Vice President and Provost

Subject: Nominations for University Distinguished Professor

This is an invitation to nominate faculty members for appointment as a University Distinguished Professor (UDP) to be approved at the Board of Visitors meeting in March 2015 and effective April 10, 2015. We currently have one open appointment for this prestigious university honor. This is an opportunity to highlight the achievements of very special faculty members and I urge you to think carefully about your recommendation(s). Faculty members in departments and institutes are also eligible for consideration.

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 nominees. Review and approval of the final nomination(s) by the college honorifics committee and dean are required. Deans should submit the **names** of candidates coming forward to Amy Hogan ([amyhogan@vt.edu](mailto:amyhogan@vt.edu)) by October 31, 2014.

**Nomination dossiers are due January 9, 2015.** Please note that past selection committees have recommended specific guidelines for the dossier format, which are attached to this letter. The dossier should not exceed 30 pages, excluding the curriculum vitae. Only an electronic copy of the nomination dossier need be submitted to the Provost's Office. Due to email size limitations, please submit the entire document as a single .pdf file in an email attachment.

## University Distinguished Professor

The *Faculty Handbook* spells out in detail the selection process, privileges and responsibilities of UDPs in section 3.2.3.

*The University Distinguished Professorship (UDP) is a pre-eminent faculty rank bestowed by the university board of visitors upon members of the university faculty whose scholarly attainments have attracted national and/or international recognition.*

*The sole responsibility of the university distinguished professors is to continue their professional development at the same high level evident at the time of appointment. They are free to define the exact nature of their work after consultation with the dean of the college and the head or chair of the department. They are expected to engage fully with their colleagues into the governance of their departments.*

*At the same time they may freely decide to teach, when invited, in other departments of the university or in collegiate or university courses (e.g., honors colloquia). They may also elect, in a given term, to devote all of their energies to research, scholarship, or extension activities. In shaping their plans of work, the university distinguished professors take full cognizance of departmental and collegiate needs and expectations. But their principal responsibility is to serve the university well by giving their talents to the development and sharing of their competencies where, in their judgments, they are most effectively employed.*

Those who already hold a named professorship or chaired position at Virginia Tech are eligible for a concurrent appointment as a UDP if selected. The financial benefits to selected UDPs include a salary supplement, which varies depending on current salary, and a modest state-funded operating account.

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).

Attachments: Dossier Guidelines  
Cover Page Template

cc: Timothy Sands, President  
Current University Distinguished Professors  
Current Alumni Distinguished Professors  
Jack Finney, Vice Provost for Faculty Affairs  
Amy Hogan, Assistant Provost for Leadership Initiatives