

# REGENTS PROFESSOR AWARDS

The Texas A&M University System



## GUIDELINES for 2013-2014 Fiscal Year

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# **REGENTS PROFESSOR AWARD**

## **The Texas A&M University System**

### **1. *PURPOSE***

The purpose of the Regents Professor Award of The Texas A&M University System (A&M System) is to honor individuals at the rank of professor or equivalent whose performance as faculty members not only to their institution, agency or health science center component, but also to the community, the State of Texas, and/or at the international level has been exemplary.

### **2. *AWARD***

A Regents Professor may be selected every year. The award will consist of the following:

- Recipients will be designated as a "Regents Professor" and shall retain this title for the duration of their service within the A&M System.
- Recipients will receive a nine thousand-dollar stipend (\$9,000), payable in the amount of three thousand dollars (\$3,000) for three consecutive years as a non-base award. The stipend will be funded from each respective institution, agency, or health science component through the normal budgeting process.
- The Regents Professor will be given a special commemorative medallion bearing the seal of the A&M System which will be encased in a wooden frame with an inscribed plaque. The medallion is to be worn on occasions when academic regalia is required. Each shall also be presented with a certificate, dated and sealed by the A&M System, and signed by the Chancellor and the Chairman of the Board of Regents, designating the recipient as a Regents Professor.

### 3. *ELIGIBILITY*

A nominee for a Regents Professor Award shall be a full-time faculty member who has held the rank of professor or equivalent for a minimum of five consecutive years at a System university, agency (may include department heads), or health science component and who presents evidence of the following:

- A record of distinguished teaching combined with accomplishments of research or other creative or scholarly activity;
- A record of outstanding service both at the local and state and/or national, and/or international levels;
- A record of notable indicators of the potential for continuation of distinguished performance in teaching (including contributions in research or other creative or scholarly activity and outstanding service); and
- A record of demonstrated commitment to the university/agency or health science component.

Individuals who are recipients of the Regents Fellow Service Award are not eligible to receive the Regents Professor Award.

#### 4. *SELECTION PROCESS*

Upon receipt of the Chancellor's Call for Nominations for the Regents Professor Award, the president/vice chancellor of the respective university/agency/health science center will announce the start-up for the selection process. A local selection committee shall be appointed by the local faculty governance structure with the concurrence of the university/health science center president or program vice chancellor who shall inform the committee that the Regents Professor Award is to recognize distinguished teaching performance that includes but that does not make dominant in the evaluation process productivity of research, scholarly or creative work (See section 5, Selection Criteria.)

The committee will issue a general call to students, faculty and administrators for nominations for Regents Professor. From those nominations, and based on the nominating letters, the committee will select a limited number of nominees from whom they will request additional information as specified in the Selection Criteria section.

The committee will review the criteria materials (and may interview candidates along with on and off-campus peers) and make its recommendation to the appropriate president (through the office of the chief academic officer) or vice chancellor.

Candidates who have joint appointments in two universities/agencies/health science components will require review and approval by the chief executive officer of each university/agency/health science component. The president or vice chancellor, with input from appropriate administrators (such as chief academic officers, deans, chairs, and directors) may submit a recommendation to the Chancellor as a part of the Nomination Packet.

**Institutions having less than 140 full time professors or equivalent may forward one recommendation for Regents Professor; those having more than 140 full-time professors or equivalent may forward two recommendations. Each program (Engineering and Agriculture) may forward one nomination.**

A university/agency/health science component may not increase its number of candidates in a given year in order to make up for years in which it did not submit recommendations. The primary evaluation of the candidate's qualifications shall be the responsibility of the university, agency or health science center.

## 5. *SELECTION CRITERIA*

The Regents Professorship is a prestigious award from the System to highlight exemplary faculty. Therefore, the packet assembled for review should offer a summary of the best of the nominee's performance in teaching, research, and service during his or her career.

Each selected nominee is asked to submit an award portfolio (compiled within a one-inch notebook) including, but not limited to, the suggested materials in each of the following areas:

- **Teaching Performance** (suggested weight: 50%)

Each full-time employee who earns the rank of professor is expected to have achieved success in imparting sufficient content in his or her discipline to enable students in his or her courses to achieve the expected outcomes needed to prepare them for more advanced study and/or for entry into selected professions.

A nominee for the Regents Professor Award is expected to have mastered the capability of having students achieve performance outcomes at a notable level acknowledged by a substantial population of former students, faculty within and/or outside the unit or other persons in a position to judge performance outcomes.

Submission Materials:

- (a) Narrative presentation including philosophy of reaching, courses, developed, teaching methodology;
- (b) Description of innovative teaching materials, methods, uses of technology, etc.;
- (c) Formal standard evaluations (students, peers, supervisors);
- (d) Citations or other acknowledgements by former students (e.g. letters, e-mails, cards, etc.);
- (e) Other assessments (e.g. licensure examination records of former students, letters of commendation from peers inside and/or outside System component);
- (f) Teaching awards/recognition; and
- (g) Other applicable documentation.

- **Research or other Creative Scholarly Activity**  
(suggested weight: 25%)

Each full-time employee who earns the rank of professor is expected to have achieved success in contributing new knowledge to his or her discipline or to a related discipline.

A nominee for the Regents Professor Award is expected to have made contributions to his or her discipline within each five year period. In addition to having produced research, creative works, and scholarly works, it is desirable for one to have mentored students and junior faculty and to have infused the research, creative works, and scholarly works into one's teaching.

Submission Materials:

- (a) Samples of research, creative works and scholarly works (e.g. books, articles, electronic presentations, monographs, invited papers, reports, etc.);
- (b) Letters of support, conference programs, and other items that evidence involvement of student and/or junior faculty in research, creative works and scholarly works.

- **Service** (suggested weight: 25%)

Each full-time employee who earns the rank of professor is expected to have made contributions to professional organizations, societies, and/or communities during his or her career.

A nominee for the Regents Professor Award is expected to have invested his or/her time and expertise in advancing professional organizations, special projects/initiatives that promote the mission and goals for the System component with which he or she is affiliated. This investment should not exceed that for which professors are normally compensated. Such service must extend over multiple years and involve the application of intellectual skills drawing from the candidate's scholarly and research interests to issues of public concern.

Submission Materials:

- (a) A narrative summary of service on the local, state, national and international level (including names or organizations or agencies served, descriptions of service and dates of service).
- (b) A listing of awards and recognitions for service.

## 6. ***NOMINATION PACKET***

Following review and concurrence by the Chief Executive Officer, or each Chief Executive Officer in the case of joint appointments, a formal nomination packet will be prepared for submission to the Chancellor, through the Office of the Vice Chancellor for Academic Affairs.

A Regents Professor Award nomination packet will consist of two separate submissions, as follows:

### **(1) Electronic Submission:** [submitted to [RegentAward@tamus.edu](mailto:RegentAward@tamus.edu)]

- A brief ***letter of transmittal*** from the chief executive officer(s) addressed to the Chancellor;
- A ***brief description*** of the agency's ***nomination, review and selection process***, to include criteria which were considered;
- A current and moderately detailed ***vitae*** (no more than 25 pages) containing full information on the nominee's career;
- A color [headshot] **photograph** of the nominee [submitted as an electronic file - .jpg, with a resolution of 300 dpi—not embedded in a Word or pdf file];
- A ***summary presentation*** (five-page maximum) prepared by the chief executive officer on their designee on the Regents Professor candidate that contains a compilation of the nominee's most outstanding qualifications, major achievements, and contributions with clearly demonstrate the nominee's competence in exceeding the criteria for the award. *Please refer to Appendix B for guidance in the preparation of this document.*

### **(2) Hardcopy Submission\* (mailed through campus or U.S. mail)**

- An ***award portfolio*** prepared by the nominee (compiled in a one-inch notebook) that includes a nomination form (*see Appendix A*) and a summary of the nominee's contributions to distinguished service, teaching, and scholarship as defined in Section 5). This portfolio will be returned to the nominee upon completion of the award process.

**\*Address Campus mail to:** Office of Vice Chancellor for Academic Affairs, MS 1122

**\*Address U.S. mail to:**

TAMUS – Office of the Vice Chancellor for Academic Affairs  
301 Tarrow, JBC# 726  
College Station, TX 77840

7. *SYSTEM LEVEL REVIEW*

A System level committee comprised of the Vice Chancellors for Academic Affairs and for Research will review the Regents Professor nomination packets. Their recommendations will be forwarded to the Chancellor and then to the Board of Regents, upon recommendation by the Chancellor.

8. *BOARD OF REGENTS RECOGNITION*

Regents Professor shall be recognized during the fall semester of each year at a Board of Regents meeting or other special occasion at a date chosen by the Board of Regents, in consultation with the Chancellor.

9. *SPECIAL ASSIGNMENT*

The designation of Regents Professor carries with it extraordinary responsibilities. Regents Professors are expected to function as role models within the A&M System and to devote appropriate service to system wide activities, both ceremonial and professional, when requested to do so by the Chancellor and/or their chief executive officer.



**APPENDIX A  
REGENTS PROFESSOR AWARD  
NOMINATION FORM  
2012-2013**

**For Appendix A – please use the Nomination Form located on the Regents Awards web site. This is a “fillable” PDF form.**

**APPENDIX B**  
**SUMMARY PRESENTATION**  
GUIDANCE

The summary presentation should be prepared by a member of the nominating committee, the CEO, or the nominee. It should document, in the *third person* format, the nominee's most outstanding qualifications and major achievements and outline how the nominee excels in each of the selection criteria as stated within the guidelines. It is very important that all selection criteria be addressed and that the document should be no longer than five pages. (Refer to Section 5, page 5-6 of these Guidelines.)

This summary is reviewed by the System-level committee and the information also is used in compiling short bios of each nominee for the Board of Regents.

Sample copies of previous years' recipient summaries are available for review, should anyone wish to obtain a copy. Please email your request to:

- [RegentAward@tamus.edu](mailto:RegentAward@tamus.edu), or
- Contact the Academic Affairs Office by telephone at 979-458-7401.