



❖ **REGENTS PROFESSOR AWARD** ❖
GUIDELINES



PURPOSE, AWARD AND ELIGIBILITY

PURPOSE

Each year, the Board of Regents of The Texas A&M University System honors individuals at the rank of professor or equivalent whose distinguished performance in teaching, research, and service has been exemplary. The award is the highest honor bestowed by the A&M System on faculty members. The performance of those selected is considered meritorious and worthy of recognition of their achievements that had an impact on not only their institution or agency, but also the community, the state of Texas, and/or at the national and international levels.

AWARD

The Regents Professor Award is based on the accomplishments of the nominee up through the past fiscal year. The designation of Regents Professor is the highest System-wide honor and it also carries with it significant 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 their chief executive officer and/or the chancellor.

ELIGIBILITY

A nominee for the Regents Professor award shall be a full-time faculty member who has held the rank of professor or equivalent for a period of not less than five (5) consecutive years within an A&M System university or agency (i.e., agency to mean the engineering or agriculture components) and may include department heads provided the faculty responsibilities are not overshadowed by the administrative duties.

The Regents Professor nominee must present evidence of the following:

- A demonstrated record of distinguished teaching
- A demonstrated record of distinguished accomplishments in research and other creative and scholarly activities
- A demonstrated record of outstanding service at the local, state and/or national/ international levels
- A demonstrated record of commitment to the university or agency
- A record of notable indicators of the potential for continuation of distinguished performance in all three areas (i.e., teaching, research, and service)

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

NOMINATION AND SELECTION PROCESS

A&M SYSTEM “CALL FOR NOMINATIONS”

A *Call for Nominations* is issued from the A&M System Chancellor in February to the Chief Executive Officers (CEOs) and Chief Academic Officers. The call for nominations is expected to be forward to respective deans, directors, associate deans, department heads, and others as appropriate.



NOMINATION AND SELECTION PROCESS OVERVIEW

The designation of Regents Professor is the most 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. **Equal weight is to be given to performance in all three areas.**

The selection process is a two-step procedure. The first step requires submission of materials for the University Nomination Packet. The second step requires submission of additional materials for the System Nomination Packet.

AGENCY NOMINATION PROCESS

Upon receipt of the Chancellor's *Call for Nominations* for the Regents Professor Award, the CEO and/or vice chancellor of the respective university/agency will announce the onset of the nomination and selection process. A review/selection committee shall be appointed by the local faculty governance structure with the concurrence of the university president or program vice chancellor. It is recommended that the review/selection committee include a past Regents Professor recipient to serve as an ex-officio representative.

This committee will issue a general call for Regents Professor nominations. Nominations may originate from deans, department heads, directors, program chairs, administrators, award committees, and individual or groups of faculty members. All nominations should be coordinated through the nominee's respective university or agency.

The appointed committee will review the nominating packet and may interview candidates along with on and off-campus peers. Nominees who have joint appointments within the university/agency will require review and approval by the CEO of each university/agency. From those nominations, the committee will select a limited number of finalists and make its recommendation to the appropriate CEO through the office of the chief academic officer and/or vice chancellor.

Following the review and concurrence by the CEO, or each CEO in the case of joint appointments, final nominee(s) will be notified and a formal nomination packet will be prepared for submission to the Office of the Vice Chancellor for Academic Affairs. This requires the final nominee(s) to submit a more comprehensive set of materials noted in step II — the System Nomination Packet.

Note: 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 agency (Engineering and Agriculture) may forward one nomination. The Texas A&M Health Science Center continues with two allocations, Galveston continues with one allocation.

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



STEP I. UNIVERSITY NOMINATION PACKET

The primary evaluation of the candidate's qualifications shall be the responsibility of the university/agency. The following documents shall be submitted as part of the university nomination packet for a candidate to be considered a nominee:

- ❑ **Nominating Letter:** A letter of nomination submitted to the selection/review committee from any of the following: deans, department heads, directors, program chairs, administrators, award committees, and individual or groups of faculty members.
- ❑ **Summary presentation (third person, five page maximum, single space, 12 point font):** The summary presentation should be a compilation of the nominee's most outstanding qualifications, major achievements, and contributions with clearly demonstrated superior performance in teaching, research, and service. This can be achieved through a personal statement by the nominee establishing the importance of his/her accomplishments in each of the three categories (teaching, research and service) or as part of a nomination package prepared by their unit. Since a curriculum vitae will be a part of this packet, the statement should attempt to go beyond what is in the vitae.
- ❑ **Vitae (25 page maximum):** A current and moderately detailed vitae highlighting the nominee's career and outstanding accomplishments. Please delete all personal references such as marital status and family references.
- ❑ **Optional Supporting Material (five page maximum):** Samples of teaching, scholarship, research and service related materials which further endorses the nominee's candidacy.

STEP II. SYSTEM NOMINATION PACKET

The following documents must be submitted electronically as part of the nomination packet on or before the deadline to RegentAward@tamus.edu.

Nomination Documents:

- ❑ A **Letter of Transmittal** from the chief executive officer(s) addressed to the Chancellor, endorsing the nominee;
- ❑ A *brief description* of the university/agency's **Nomination, Review and Selection Process**, to include criteria which were considered;
- ❑ A **color Photograph** [headshot] of the nominee (submitted as an electronic file - .jpg, with a resolution of 300 dpi—not embedded in a Word or pdf file);
- ❑ A current and moderately detailed **Vitae** (no more than 25 pages). Please delete all personal references such as marital status and family references;
- ❑ A final **Summary Presentation** (third person, five-page maximum, single spaced, 12 point font) that contains a compilation of the nominee's most outstanding qualifications, major achievements, and contributions which clearly demonstrate the nominee's competence in exceeding the three listed criteria areas for the award (may be same presentation summary submitted as part of the university/agency nomination packet);

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Nominee Electronic Portfolio Submission

The nominee's portfolio will be submitted electronically using a flash drive (no paper portfolio will be accepted) on or before the stated deadline. The flash drive should be mailed or hand delivered to: The Texas A&M University System, Office of the Vice Chancellor for Academic Affairs, 301 Tarrow, 7th floor, College Station, TX 77840-7896.

The portfolio documents should be configured into separate folders as outlined in the portfolio document section below and saved as a PDF document within the folders. The following items should be included in the electronic portfolio submission:

Electronic Portfolio Documents:

- ❑ **Nomination Form Folder:** The completed Nomination form (fillable nomination form is located on the Academic Affairs website) must be submitted as part of the portfolio packet;
- ❑ **Letters of Support Folder:** A maximum of 10 Letters of Support and/or endorsement from external, stakeholders, clients, constituents and/or appropriate colleagues;
- ❑ **Past Awards and Recognitions Folder:** A summary/list of Past Awards and/or Recognitions should accompany the nomination packet;
- ❑ **Other Supporting Materials Folder:** A list or examples of any other Supporting Materials such as contract and grant activity, patents, licenses and the development of technology, technical assistance or response efforts and its impact on society or the economy that may not fall into one of the categories listed above;

- ❑ **Teaching Performance Folder: (suggested weight: 33.3%):** Each full-time employee who earns the rank of professor (or equivalent) 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 teaching, courses developed, teaching methodology;
- b) Description of innovative teaching materials, methods, uses of technology, etc.;
- c) Recent formal standard evaluations (student, peers, supervisors) as part of their past performance evaluation packet;
- d) Other assessments and applicable documentation as appropriate (e.g., licensure examination records of former students, examples of student engagement in the learning process, new approaches to student collaboration, mentoring, etc.);
- e) Limited examples of citations or other acknowledgements by former students (e.g., letters, e-mails, cards, etc.);

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- ❑ **Research/Creative Scholarly Activity Folder:** (suggested weight: 33.3%): The nominee should Each full-time employee who earns the rank of professor (or equivalent) 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 significant contributions to his or her discipline and with the likelihood of continued contributions.

In addition to having produced research, creative works, and scholarly works, it is desirable for the faculty to have mentored students and junior faculty as well as to have infused their research, creative or scholarly works into their teaching.

Submission Materials:

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

- ❑ **Service Folder: (suggested weight: 33.3%):** Each full-time employee who earns the rank of professor (or equivalent) is expected to have made contributions to professional organizations, societies, and/or communities during his or her career. Service may be at national and international levels as well.

A nominee for the Regents Professor Award is expected to have invested his or her time and expertise in advancing professional organizations, special projects or initiatives that promote the mission and goals for the System member with which he or she is affiliated.

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 service to the university and community (committees, task forces, improvement teams, advisory committees...)



SYSTEM REVIEW PROCESS

A system review committee chaired by the Vice Chancellor for Academic Affairs and comprised of other designated Vice Chancellors and past regent recipients will review the Regents Professor candidate packets. Their recommendation will be forwarded to the Chancellor and then upon recommendation by the Chancellor to the Board of Regents.

The system review committee will focus on the accomplishments and distinguished career of the nominee in the areas of commitment and contributions to teaching, research, and service.

REGENTS FELLOW RECOGNITION

- ▶ The recipient shall retain the title of *Regents Professor* for the duration of their service within the A&M System.
- ▶ Recipients receive a monetary stipend of \$15,000, payable as a non-based award. The stipend will be funded from each respective agency through the normal budgeting process.
- ▶ The Regents Professor recipient is given a special commemorative medallion bearing the seal of the A&M System. The medallion is designed to be worn on occasions when academic regalia is required.
- ▶ The medallion, inscribed nameplate and certificate, signed by the Chancellor and Chairman of the Board of Regents, are presented to the Regents Professor recipients at the special recognition ceremony.

BOARD OF REGENTS ACKNOWLEDGEMENT

REGENTS PROFESSOR IS THE HIGHEST SYSTEM-WIDE RECOGNITION AWARDED TO THE SELECTED FACULTY MEMBER. THE DESIGNATION OF REGENTS PROFESSOR SHALL BE FORMALLY APPROVED DURING THE FALL BOARD OF REGENTS MEETING. FOLLOWING BOARD APPROVAL, A SPECIAL RECOGNITION EVENT/CEREMONY SHALL COMMENCE AT A DATE/LOCATION CHOSEN BY THE BOARD OF REGENTS AND IN CONSULTATION WITH THE CHANCELLOR.