



LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

OFFICE OF THE SENIOR ASSOCIATE PROVOST

TO: LAMAR UNIVERSITY FACULTY
FROM: KEVIN SMITH, SENIOR ASSOCIATE PROVOST *KEVIN SMITH*
SUBJECT: 2017 UNIVERSITY PROFESSOR AND MERIT AWARDS
DATE: 12/1/16

The University Professorship is the most prestigious faculty recognition given by Lamar University. From 1972 to 1995, the Lamar University System Board of Regents awarded Regents' Professorships and Regents' Merit Awards. The Professorships were given to distinguished senior faculty and the Merit Awards were presented to outstanding junior faculty. With the transition to The Texas State University System, these recognitions changed and today are known as the University Professor and Merit Award programs.

Last year, Lamar awarded the twentieth University Professorship. Dr. Daniel Chen, professor of Chemical Engineering, received the 2016 University Professorship. University Professorships are awarded for life and carry a \$2,500 honorarium. University Merit Awards include a stipend of \$1,000. The guidelines, criteria, calendar, and resume format for this year's University Professor/Merit Award selection are attached for your information and consideration.

GUIDELINES FOR SELECTION OF THE 2017 UNIVERSITY PROFESSOR AND UNIVERSITY MERIT AWARD RECIPIENTS

Every spring from 1972 to 1995, the Lamar University Board of Regents honored a senior faculty member (or members) with the title of *Regents' Professor*. During the same ceremony, several junior faculty members were recognized by the Board with *Regents' Merit Awards*. With the transition to The Texas State University System, the Regents' Professor/Merit Award program ended. In its place, a new recognition program was created. The new program--modeled after the Regents' program--identifies and honors *University Professors* and *University Merit Award* recipients. These awards are Lamar University recognitions rather than Board awards; however, they carry the same prestige and stature. The schedule, criteria, and procedures used in selecting Regents' award recipients will be followed in the selection of *University Professor/Merit Award* recipients.

SCHEDULE:

- January 3-6** Election of members to serve on College Selection Committee and appointment of University Selection Committee members.
- by January 23** College Selection Committee forwards the names of selected candidates to the Dean. The Dean invites the candidates to submit a resume (using attached form) for review and consideration. All resumes are due to the Dean by **February 6**.
- by February 13** Dean forwards 10 copies of the candidates' resume along with 10 copies of the Dean's recommendations to the Senior Associate Provost, who distributes the materials to members of the University Selection Committee.
- by March 1** After thorough discussion and deliberation of all nominees by the University Selection Committee, the Chair reports the Committee's recommendations to the Provost. The Provost forwards his recommendations to the President of the University who names the *University Professor* and *University Merit Award* recipients.

CRITERIA AND PROCEDURES:

University Professor Candidates

1. *University Professor* candidates shall be associate or full professors whose current teaching load is at least nine hours (or the equivalent in contact hours) and who have completed at least three academic years at Lamar University. Administrators at the rank of department chair and above are ineligible for this award.
2. *University Professor* candidates shall be selected by a College Selection Committee formed in each college. Committee members shall be full-time faculty chosen by the faculty in an election conducted by the Dean. The Dean shall serve as an ex-officio member of the committee.

3. All eligible faculty, nominated by self or others, shall submit brief resumes and be considered by the College Selection Committee; however, the name of only one candidate shall be forwarded to the Dean. The Dean shall invite the candidate to submit a formal resume (see attached form) for consideration by the Dean and the University Selection Committee. The most important criterion for selection shall be classroom performance and interaction with students.

4. The Dean should consult with the College Selection Committee, the candidate's Department Chair, and representative students who have had courses with the nominee. Because the University Selection Committee shall place great weight on the evaluations of the faculty members nominated, the evaluations should be conscientiously and cooperatively solicited by the Dean and the selection committee. The recommendations to the Dean should include these evaluations.

University Merit Award Candidates

1. *University Merit Award* candidates shall be instructors or assistant professors whose current teaching load is at least nine hours (or the equivalent in contact hours) and who have completed at least one academic year at Lamar University. Administrators at the rank of department chair and above are ineligible for this award.

2. *University Merit Award* candidates shall submit brief resumes and be selected by a College Selection Committee formed in each college. Committee members shall be full-time faculty chosen by the faculty in an election conducted by the Dean. The Dean shall serve as an ex-officio member of the committee.

3. All eligible faculty, nominated by self or others, shall submit brief resumes and be considered by the College Selection Committee; however, the names of no more than two candidates shall be forwarded to the Dean. The Dean shall invite the candidates to submit a formal resume (see attached form) for consideration by the Dean and the University Selection Committee. The most important criterion for selection shall be classroom performance and interaction with students.

4. The Dean should consult with the College Selection Committee, the candidate's Department Chair, and representative students who have had courses with the candidate. Because the University Selection Committee shall place great weight on the evaluations of the faculty members nominated, the evaluations should be conscientiously and cooperatively solicited by the Dean and the selection committee. The recommendations to the Dean should include these evaluations.

5. *University Merit Awards* may be presented a second time to an individual, but not in successive years.

College Selection Committees

Members of the College Selection Committees shall be chosen by faculty in elections conducted by the Dean of the College. The Dean shall determine the number of members to be elected and how the election will be conducted. The Dean shall serve as an ex-officio member of the committee. Committee members shall elect their own chair and follow the

criteria outlined above. No candidate for an award may serve on the selection committee. The first meeting of the committee will be called by the Dean no later than January 18.

University Selection Committee

Members of the University Selection Committee shall be appointed by the Senior Associate Provost after consultation with the Deans of the various colleges and the Dean of Library Services. Members of this committee should be prior recipients of the *Regents' Professorship, the Regents' Merit Award, the University Professorship, or the University Merit Award*. If a College or the Library has no prior recipient, any full-time faculty member may serve on the committee. No candidate for an award may serve on the committee. Members of the committee shall elect their own chair and follow the criteria outlined above. The first meeting of the committee will be called by the Senior Associate Provost. In making its recommendations to the Provost, the University Selection Committee will present three names, unranked, in the category of *University Professor* and six names, unranked, in the category of *University Merit Awards*. Resumes of all nominees shall be forwarded to the Provost.

Provost Recommendations and Presidential Selections

The Provost shall present to the President all materials pertaining to nominees whose names have been forwarded by the University Selection Committee. In addition, the Provost shall forward his recommendations to the President. From the nominees, and in due consideration of all forwarded recommendations and materials, the President shall select and notify the recipients.

SEE RESUME FORMAT ON PAGE 4.

LAMAR UNIVERSITY
UNIVERSITY PROFESSOR AND UNIVERSITY MERIT AWARD
NOMINEE RESUME
(Suggested Format)
Six Page Maximum

Name:

Rank:

Department:

College:

Years of teaching at college level:

Years of teaching at Lamar:

Courses taught in last two years (Merit Award only):

Courses taught while at Lamar University:

 Undergraduate:

 Graduate:

Performance in classroom and interaction with students outside classroom

- A. Special education projects undertaken:
- B. Methods and techniques used in teaching and student evaluations:
- C. Research in teaching field related to classroom teaching:
- D. Teaching awards and/or grants received:
- E. Sponsorship of student organizations:

Professional development

- A. Membership, attendance, leadership roles in professional organizations:
- B. Research projects, on-going and/or completed:
- C. Professional awards and/or grants:
- D. Publications:

Service to the University

- A. Membership and leadership roles in committees, councils, etc.:
- B. Professional service to the community:

(Submit 10 copies--Maximum of 6 pages)

***ONLY 10 COPIES OF A LETTER FROM THE DEAN AND 10 COPIES OF A LETTER FROM THE DEPARTMENT CHAIR MAY ACCOMPANY THE 10 COPIES OF THE 6 PAGE RESUME CONSIDERED BY THE UNIVERSITY SELECTION COMMITTEE.**