



## Distinguished Research Professorship Guidelines

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### Program Snapshot

<b>Title</b>	Distinguished Research Professorship
<b>Purpose</b>	The appointment of Distinguished Research Professors at The University of Georgia is intended to recognize a sustained and continuing record of outstanding research or other creative, scholarly accomplishments <i>and</i> to provide the impetus for continuing high achievement.
<b>Deadlines</b>	Nominations should be submitted to the appropriate dean by the College's set deadline to be reviewed for approval. Endorsed nominations should be forwarded to the Vice President for Research by November 14. In the cases where November 14 falls on a weekend day, nominations will be accepted through 5:00 p.m. that following Monday.
<b>Eligibility</b>	Nominees must be at least ten years beyond the date of the terminal academic degree and must have the endorsement of the appropriate department head, dean, or director.
<b>Amounts</b>	A one-time permanent increase in base salary of \$7,000, a \$5,000 account each year for a 5-year period to be used in any appropriate way to support scholarship. Title retentions are not accompanied by new funding.
<b>Questions?</b>	Please email questions to <a href="mailto:ovprip@uga.edu">ovprip@uga.edu</a> .

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### Program Description

The appointment of Distinguished Research Professors at The University of Georgia is intended to recognize a sustained record of outstanding research or other creative, scholarly accomplishments and to provide the impetus for continuing high achievement. The title of Distinguished Research Professor will be awarded to those individuals who are academicians recognized for creative and original contributions to knowledge and whose work promises to continue to foster significant new creativity in the theoretical or applied sectors of the discipline, affirmable by metrics appropriate to the discipline and recognition as national and/or international leaders in that discipline. Distinguished Research Professors are expected to serve the University as do all faculty by contributing to the research, instruction, and/or service missions. The specific responsibilities of the individual holding this title will be determined by the department head and the dean of the appropriate school or college.

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### Eligibility Criteria

All nominees must be at least ten years beyond the date of the terminal academic degree and must have the endorsement of the appropriate department head and dean.

The individual being recognized is expected to be currently active and to demonstrate the potential for continued excellence in scholarly activity. In this sense, the Distinguished Research Professorship is *not* meant to be a "lifetime achievement award."

The award of the title of Distinguished Research Professor is a University-wide honor. Accordingly, there will be no limit on the number of individuals from any department or other academic unit who might simultaneously hold this title.

The candidate must hold the rank of Professor. The awarded or retained title is held until retirement or resignation from the professorial ranks. Retired faculty members who have been rehired are not eligible, even if they held the title prior to retirement.

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## **Budget/Funding**

Each Distinguished Research Professor will receive a one-time permanent increase in base salary of \$7,000 in addition to a \$5,000 account each year for a period of five years to be used in any appropriate way to support scholarship. Distinguished Research Professors will normally retain the contract appropriate to the discipline and college (i.e., 9-month or 12-month contract).

Retention of the title is not accompanied by new funding.

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## **Nomination Procedures and Documentation**

An individual may be nominated for a Distinguished Research Professorship either by:

1) a group of at least five tenured faculty members, which may include the department head, director or dean but if not, the nomination must be approved by the department head/director *and* the dean/vice president;

**OR**

2) by the department head/director *and* dean/vice president.

It will be the responsibility of the nominator(s) to assemble a full dossier on the nominee, including documentation of the nominee's extraordinary reputation among a broad segment of professional colleagues and evidence of past and expectation of continuing performance. If the dossier does not follow the format outlined here, it is subject to return without review.

The nomination must be submitted electronically through the [online submission form](#). Save and return is not available on the online submission form. Nominators should have information and documents prepared for upload prior to completing the form. Documents are required as .pdf file format. Clicking "Submit" is a final transmission of the nomination. A template of the online submission form is attached to the end of these guidelines. The required nomination materials are listed below.

The nomination dossier consists of the following sections:

- Nomination information (form entry):
  - Nominee information, including the date of nominee's terminal degree
  - Nominator information
  - Reviewer's Qualifications – indicate the qualifications of each person evaluating the candidate in the letters of support.
- UPLOAD: Cover letter from the nominator(s) (3 pages maximum). *If the department head/director or dean/vice president is not part of the original nominating group, then an additional upload will be required to show evidence of the applicable endorsement.*
- UPLOAD: The nominee's curriculum vitae
- UPLOAD: Four external letters from individuals with distinguished reputations in the area of specialization who can objectively evaluate the nominee's creative and scholarly contributions (please do not include more than four letters)

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## Nomination Deadlines

All nominations should be submitted to the appropriate dean by the College's set deadline for approval. Endorsed nominations should then be forwarded to the Vice President for Research no later than November 14. In the cases where November 14 falls on a weekend day, nominations will be accepted through 5:00 p.m. that following Monday.

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## Evaluation Criteria and Procedures

The nomination dossier will be submitted to the dean of the college or school. The dean, by a review process that is demonstrably objective and representative of the college/school, will determine which nominations will be submitted to the Vice President for Research. There is no limit to the number of nominations submitted by any department/school/college/center/institute.

The OVPR Distinguished Research Professor Review Committee will evaluate the nominees, and no more than five nominees will normally be recommended for Distinguished Research Professorships each year. Recommendations endorsed by the Vice President for Research will be forwarded through the Senior Vice President for Academic Affairs and Provost to the President of the University for approval. The Board of Regents is informed of the appointments. Public announcement of the awards is made at the spring Research Awards Banquet.

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## Award Procedures and Conditions

Awards are presented annually. However, if there is a lack of outstanding candidates, an award may not be granted.

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## Retention of Title

Current Distinguished Research Professors in the fifth year of their appointment may apply to retain the title for an additional five years. A dossier identical to the one described above for initial nomination must be supplied, EXCLUDING external assessments but INCLUDING appropriate endorsement.

**The nomination must be submitted electronically through the [online submission form](#).** Save and return is not available on the online submission form. Nominators should have information and documents prepared for upload prior to completing the form. Documents are required as .pdf file format. Clicking "Submit" is a final transmission of the nomination. A template of the online submission form is attached to the end of these guidelines. The required nomination materials are listed below.

A retention of title dossier should include:

1. Nomination information (form entry):
  - a. Nominee information
  - b. Nominator information
2. UPLOAD: Cover letter from the nominators (3 pages maximum). *If the department head/director or dean/vice president is not part of the original nominating group, then an additional upload will be required to show evidence of the applicable endorsement.*
3. UPLOAD: Nominee's curriculum vitae

The OVPR Distinguished Research Professor Review Committee will evaluate these applications using the same criteria used to evaluate initial nominations. As with initial appointments, recommendations endorsed by the Vice President for Research will be forwarded through the Senior Vice President for Academic Affairs and Provost to the President of the University for approval and The Board of Regents

will be informed of the approved retentions. The title may be retained, subject to these approvals, provided there is clear evidence of continuing outstanding research or creative, scholarly activities.

*OVPR strongly supports diversity in all its programs. We encourage nominations of women and underrepresented minorities for these awards.*