

## **Guidelines for Submitting Nominations for New Regents Professors**

Departments and Colleges nominating new candidates for Regents Professor should submit to the Regents Professor's Selection and Review Committee (via the Office for Faculty Success, attention Ana Garcia) a dossier containing the items listed below. The deadline for the submission of these materials is **February 1, 2017**.

**The nomination packet should be submitted as one PDF document in the following order with a Table of Contents:**

- 1) A letter of nomination by the candidate's department or unit chair;
- 2) A letter of self-nomination or nomination by a colleague;
- 3) A letter or memorandum of nomination by the candidate's departmental or unit personnel affairs committee; this shall including a summary of the candidate's record and accomplishments in the following areas: 1) teaching activities, 2) research/artistic/performance activities, 3) activities in service to her/his profession, 4) national recognition, and 5) international recognition;
- 4) Up to five external letters of recommendation for the candidate's appointment to Regents Professor (the letters should evaluate in particular the candidate's national recognition and international recognition);
- 5) A list of all courses taught by the candidate by semester since promotion to the rank of Professor or for the previous 6 years, whichever is shorter;
- 6) A summary of the candidate's teaching evaluation scores since promotion to the rank of Professor or for the previous 6 years, whichever is shorter (in the form of a table or graph – note that the item/question summarized and nature and range of the scale must be clearly specified). This may be supplemented with evidence about teaching awards and the accomplishments of student success;
- 7) A summary of the candidate's scholarly accomplishments (research/ artistic/performance activities). This should include evidence of excellence of performance over the candidate's whole academic career and evidence of sustained excellent performance since promotion to the rank of professor. The evidence should include (but not be limited to) a summary of evaluations by the candidate's departmental personnel affairs committee (in the form of a table or graph covering the period since promotion to the rank of professor —the nature and range of the scale must be clearly specified);
- 8) A summary of the candidate's annual merit evaluations for service by the candidate's departmental Personnel Affairs Committee since promotion to the rank of Professor or for the previous 6 years, whichever is shorter (in the form of a table or graph – the nature and

range of the scale must be clearly specified); this section should explicitly address the candidate's service to his/her profession or discipline;

- 9) Copies of annual chair evaluations since promotion to the rank of Professor or the previous 6 years, whichever is shorter;
- 10) A current curriculum vitae; and
- 11) A letter of nomination from the dean of the candidate's college or school evaluating the candidate's suitability to hold the Regents Professorship, and ranking multiple candidates from the College, if any.

For resubmissions, nominees should give careful attention to updating their packets with new letters, vita, etc. The nomination dossier should **not** include course syllabi, copies of publications, or copies of Annual Updates.

These materials should be submitted electronically to the attention of Ana Garcia, Office for Faculty Success by **February 1, 2017**. If you have any questions, please contact Ana Garcia at [Ana.Garcia@unt.edu](mailto:Ana.Garcia@unt.edu) or (940)565-3987.