

GUIDELINES FOR SELECTION OF DISTINGUISHED UNIVERSITY HEALTH PROFESSORS

USF HEALTH AT THE UNIVERSITY OF SOUTH FLORIDA

Effective: December 1, 2006

Amended December 01, 2008 and December 04, 2009

HISTORY

In Spring 2006 a decision was made to initiate a separate program for recognition of Distinguished University Health Professors as a process separate from the University Senate in order to more appropriately recognize on a timely basis outstanding achievements of faculty worthy of additional recognition for their contributions and achievements.

A USF Health Faculty Honorifics Committee will be appointed by the Vice President USF Health as the Chief Academic Officer.

The Distinguished University Health Professor title will recognize substantial achievements by individuals in the areas of Research, Teaching, or Clinical Care.

The purpose of the Distinguished University Health Professor selection process is to recognize each year a senior member of the USF Health faculty who holds the rank of Professor and has distinguished herself/himself among their peers both within and outside the University. The title of Distinguished University Health Professor is awarded to senior faculty through a process of nomination and external peer review and identifies those holding it as outstanding members of their profession.

RECOGNITION

The Vice President USF Health will designate up to one Distinguished University Health Professor each year and the individual selected will receive a \$5,000 base salary adjustment as part of the annual salary increase process in the academic year following their selection as Distinguished University Health Professor.

The honoree will be invited to give a USF Health address during the academic year. The State University System title of Distinguished Professor (Class Code 9007) will be used to classify individuals selected as Distinguished University Health Professors.

ELIGIBILITY

To qualify for selection as a Distinguished University Health Professor, a faculty member must have held the rank of full professor at USF in the Colleges of Nursing, Public Health or Medicine for at least five years prior to their nomination and be recognized for pioneering, seminal and distinctive contributions to the development of his or her discipline in areas such as teaching,

research, scholarship, creative activity, clinical care and professional service. Additionally, the nominee must be a full-time compensated faculty member of the University.

While the profiles of successful candidates may vary, the successful candidate will normally have achieved international recognition in research and scholarship/creative activity or through accomplishments in teaching or clinical care with demonstration of an exemplary record of accomplishment and recognition at the institutional and national level. Candidates who emphasize their accomplishments in professional service must demonstrate a national record of service and leadership within their respective disciplines.

NOMINATION PROCEDURE

1. Shortly after the commencement of each academic year, *if* the dean of a USF Health college believes that a senior member of the college faculty merits consideration for appointment as a Distinguished University Health Professor, the dean may submit a written nomination of that faculty member for such appointment. The Office of Faculty Affairs will provide a timeline for the process which is updated each year.
2. Each dean of a college within USF Health may nominate one or more individuals up to 1% (rounded to the nearest whole number) of the full professors (filled positions) in the college, whichever is greater.
3. The process for identifying nominees within a college must be collegial and involve a mix of senior faculty who are outstanding in teaching, research/scholarship/creative activity, and/or clinical care or service. Generally, the Collegiate Appointment, Promotion, and Tenure Committees or an ad hoc Committee of the Distinguished Faculty may serve for this purpose.
4. It is the responsibility of the dean to charge the collegiate committee that will review nominations each year.
5. The college dean will forward nominations with supporting electronic documentation to the USF Health Office of Faculty Affairs. Each nomination package must include preferably on a single labeled CDrom or flash drive the following:
 - An electronic copy of the nominee's current complete curriculum vitae
 - A letter of nomination written by the college dean in electronic format (PDF)
 - List(s) of courses taught, students supervised, summaries of student satisfaction surveys and any assessments of student learning for at least the past five years in electronic scanned file or files
 - Copies of the nominee's annual evaluations for the past five years electronically scanned in an electronic format such as Excel or PDF
 - A descriptive summary of the nominee's significant professional service activities for at least the past five years in an electronic file (Word or PDF)
 - A list of five external (outside of the university) references that have first-hand knowledge of the nominee's qualifications, profession, and contributions. Please provide

the following information for each reference: title, name, university/organization, address, email and telephone number(s). (Word or PDF)

- A memo from the chair of the relevant department nominating four people to serve in the University Discipline Committee according to the Guidelines and two names of internal (within the university) reviewers for the nominee. These names must be approved by the dean of the college. (Word or PDF)

If this nomination is in the area of research and scholarship, the following information must also be provided:

History (past five years) of extramural funding from Federal, State and other sources

History (past five years) of publications and their discipline-specific “impact” factor

History (past five years) of national and international recognitions (such as awards, invited lectureships, service on panels, etc.)

History (past five years) of patents and licenses obtained by the nominee for his/her intellectual property

REVIEW PROCESS

University Discipline Committee

The University Discipline Committee will be formed by the Office of the Vice President USF Health. The Discipline Committees will be composed of four individuals from the nominees’ disciplines or related disciplines and will reflect a balance of accomplishments in teaching, research/scholarship/ creative activity, and/or professional service. The Vice President USF Health will appoint members each year. No nominee for Distinguished University Health Professor may serve on a Discipline Committee.

Each Discipline Committee will review the nomination packet and external reviews for its assigned nominee. Each Discipline Committee should include in their evaluations a summary of the nominee’s accomplishments, and an assessment of the reviews as well as reviewer credentials. The Discipline Committees will provide their evaluations to the USF Health Recommending Committee. The evaluation should reflect the norms of excellence and distinction recognized in the discipline. The evaluation should be in writing and should conclude with an assessment of the nominee’s distinction (highly distinctive, distinctive or marginally distinctive) in areas such as teaching, research, scholarship, creative activity, clinical care and/or professional service. The Discipline Committees will not make recommendations regarding a nominee’s worthiness for selection as a Distinguished University Health Professor.

USF Health Recommending Committee

The Vice President USF Health will appoint a University Recommending Committee of seven senior faculty (full professors), three of whom will be Distinguished Service, Distinguished Research, Distinguished University Health Professors, or Distinguished University Professors. The other four members must be faculty who are outstanding in research/scholarship/creative

activity, teaching, and service. The Committee must be well balanced with neither teaching, research, scholarship, creative activity, or professional service dominating the total membership's accomplishments. Terms of service will be no more than three years and will be staggered at initiation with two terms of one year, two terms of two years and three terms of three years. Each year, the USF Health Recommending Committee will select a Chair. No nominee for Distinguished University Professor in a given year may serve on the Committee for that year. If a member of the Committee is nominated, the Vice President USF Health will appoint an alternate to the Committee for that year. The USF Health Recommending Committee will recommend to the Vice President USF Health a nominee for selection as Distinguished University Professor.

The USF Health Recommending Committee will review the following:

- The complete nomination packet of each nominee;
- The external reviews of each nominee; and
- The evaluations prepared by the Discipline Committees.

ROLE OF DISTINGUISHED UNIVERSITY HEALTH PROFESSORS

The role of the on-going active members of Distinguished University Health Professors is to serve as an advisory group for the Vice President USF Health and President of the University, and provide discussions and counsel on issues affecting the overall academic and scholarly activities of the University. The group of past Distinguished University Professor awardees meets at least once every academic year and a reception will be held with an appropriate award ceremony at USF Health with the conference of the Academic Medallion and Certificate of Award at that time. In addition, a Distinguished USF Health Professor annual lecture series may be created to include current and past honorees as speakers at the time of Annual Research Day or at the commencement of each academic year.