

UNIVERSITY OF ARIZONA REGENTS' PROFESSOR NOMINATION PROCESS

- Nominations may come from any self-constituted group of three to five tenured faculty members.
- **Deadline for nominations: Noon, Friday, November 3, 2017.**

Content and Organization of the Nomination Dossier:

Each nomination dossier must include the following material, organized in the order specified in A-D below:

A. Cover sheet containing the following required information:

1. Nominee's name
2. Nominee's title and departmental affiliation with the University
3. Nominee's University address
4. Nominee's telephone numbers, including direct office, cell and home phone numbers
5. Date when Nominee joined the University
6. Listing of the members of the Nominating Group (**Chair + 4. A total of five members only for one nominee.**) To include: full names (with signatures), position titles, department affiliations, telephone numbers and email addresses of the members of the Nominating Group. (Note: The Chair of the Nominating Group must be listed first as indicated on the cover sheet.)

B. One letter of nomination from the Nominating Group:

The letter of nomination must be no more than two (2) pages in length and should be written with the recognition that not all readers will be experts in the nominee's field.

The letter of nomination must address the nominee's:

- Principal scholarly and professional achievements;
- Intellectual significance and impact on the University's mission and evidence of national and/or international recognition and leadership;
- Contributions to the University's teaching and advising program at all levels from undergraduate to advanced research, including classroom teaching and/or teaching and advising on an individual basis; and
- Contributions to scholarly professional service.

A one-paragraph bio-sketch of each member of the Nominating Group must be provided and placed immediately after the letter of nomination.

C. Letters of support

At least six (6), but *no more than eight (8)*, letters of support must be included in the nomination dossier.

- Referees providing letters of support should be chosen with particular care because their letters will be seen as primary evidence that will weigh heavily in the evaluation process.
- Each supporting letter must be no more than two (2) pages and should address the nominee's singular achievements.
- Supporting letters may come from colleagues at the University of Arizona, but the committee is encouraged to solicit letters from colleagues at other domestic and international institutions.
- No more than two (2) letters should come from former students.

A one-paragraph bio-sketch of each referee must be provided and placed immediately after each referee's letter of support.

D. Nominee's Curriculum Vitae

The nominee's curriculum vitae shall reflect all accomplishments and activities germane to the nomination. The length and number of entries are secondary to an emphasis on truly significant matters as reflected, for example, in frequently cited publications, awards and prizes, important exhibits, invited lectures or service on major national or international bodies.

Also, to be included in the curriculum vitae must be a list of the courses (with enrollments) the nominee regularly teaches, with information about teaching evaluations (including teaching awards) and graduate student committee responsibilities.

It is critical to emphasize the nominee's strongest attributes, as extraneous information is likely to obscure rather than enhance the case. The Regents' Professor Advisory Committee may seek additional information before making its final recommendations to the President.

Submission of Materials:

Materials must be submitted via email as a composite PDF file, to include a completed cover sheet, signatures of all members of the Nominating Group, and materials in sequential order as listed on the cover sheet, to the Executive Office of the President, c/o Jael Walker (osegoj@email.arizona.edu) **no later than Noon, Friday, November 3, 2017.**

Nominees in Their Second and Third Nomination Rounds:

Once nominated, individuals may remain in the candidate pool for a **total of three years.**

NOTE: For reconsideration in the 2017/18 review cycle, Chairs of Nominating Groups *must* submit the following updated documents for their candidates who were originally nominated in 2016 and 2017, in accordance with the updated submission process:

- The updated CV in composite PDF format
- New, updated and fully completed cover sheet
- Updated letter of nomination from Nominating Group.
- The original letters of recommendation need not be changed or updated, but if the Nominating Group chooses to make changes, then a revised dossier must be provided
- Submit applicable documents in sequential order as listed on the cover sheet.

Resubmission of a nominee for selection as a Regents' Professor is an opportunity for Chairs of Nominating Groups to update nominee dossiers with new accomplishments and activities germane to the nominations. Chairs are urged to update and review their nominee's dossier and ensure all required documentation is included correctly before submission for a second or third year consideration.

The updated PDF of CV and revised dossier must then be sent via email to the Executive Office of the President to the attention of Jael Walker at osegoj@email.arizona.edu **no later than Noon, Friday, November 3, 2017.**

Selection Process:

Nominations are reviewed by the Regents' Professor Advisory Committee, and its recommendations are provided to the University President. Nominees remain in the candidate pool for three years. The President submits her selection(s) for approval to the Arizona Board of Regents. Once approved, the Nominating Chairs are notified of the selections. New Regents' Professors are honored at a ceremony when the Board of Regents is available to conduct a Regents' Professor Induction Ceremony.

Deadline:

New nominations and updated dossiers for 2nd and 3rd year rounds of nominations will be accepted via email until **Noon on Friday, November 3, 2017.**

Contact Information:

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