

Special Appointments

The Special Appointments Committee is a subcommittee of the Senate Governance Committee. It has responsibility for the recommendation of appointments of Distinguished University Professors, Honorary Professors and in certain cases professors' *emeritae/emeriti*. The Senate Governance Committee has the final authority in such matters. The committee is composed of the President, (Chair), the Provost and Vice-President, Academic, four senior faculty representatives from different disciplines, one student representative, and a non-voting Equity Assessor. In adjudicating nominations for Distinguished University Professor, the core group is joined by two external accomplished academics selected by the core group. In the case of selection of Honorary Degree recipients one member of the Board of Governors shall be added to sub-committee. An equity assessor participates in all Special appointment processes. This document describes the process followed by the committee and the University Secretariat for each type of nomination.

Distinguished University Professor

Senate Bylaw 20

A distinguished university professor is a member of the faculty of the rank of professor who has distinguished achievements in teaching and wide national and/or international reputation for scholarship or creative or professional accomplishment. A distinguished university professor retains the rights and responsibilities of a regular appointment at the rank of professor.

Please Note: Only candidates who excel in all areas (teaching and research or creative or professional accomplishment) referred to in the criteria will be approved. This is our highest honour.

A nomination on behalf of a candidate must be submitted to the University Secretariat, by December 15th of each year. Please note that late submissions will be considered in the next academic year.

The nominator must include the following specific documentation:

1. a letter of nomination addressing the criteria set out in the Senate Bylaw.
2. where the nominator is someone other than the Dean, a letter from the Dean addressing the criteria set out in the Senate Bylaw.
3. a list, provided by the Dean, of five names of persons having an established reputation within the candidates' field who are not faculty members within the University who may be used as external evaluators. The Dean will submit the five names along with their contact information, their title, and a brief statement regarding their established reputation in connection with our candidate. Please submit **by email** to Renée Wintermute. Refer to #10 for additional information.
4. a letter from at least three and no more than five letters of support from University of Windsor *faculty* able to judge the candidate's worthiness for such a prestigious appointment. In the letter the referee should cite the basis for the referee's conclusions including the nominee's specific distinguished achievements in teaching, wide national and/or international reputation for scholarship or creative or professional accomplishment.
5. three letters of support from students. At least two letters of support must be from students who are not taking a course or have no plans to take a course or be supervised by the nominee. Students must be able to judge the candidate's worthiness for such a prestigious appointment. In the letter the student or former

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student must cite the basis for the conclusions including the nominee's specific distinguished achievements in teaching, and where the student or former student is able to assess it, the wide national and/or international reputation for scholarship or creative or professional accomplishment.

6. a letter from at least three and no more than five letters of support from external referees able to judge the candidate's worthiness for such a prestigious appointment. In the letter the referee should cite the basis for the referee's conclusions including the nominee's specific distinguished achievements in teaching, wide national and/or international reputation for scholarship or creative or professional accomplishment.
 7. in order to assist the committee with the assessment of teaching and to establish the basis for "distinguished achievements in teaching" the committee
 - a. requires that candidates prepare a teaching statement (Please contact Renee Wintermute if you require additional information)
 - b. recommends that candidates prepare a teaching dossier. * (Please contact Renee Wintermute if you require additional information)
- * The act of not submitting a teaching dossier will not be viewed negatively.*
8. a complete career *curriculum vitae*, submitted in the format required by UCAPT.
 9. if applicable, the number of graduate students supervised.
 10. The Special Appointments Committee will solicit two independent external evaluations of the nominee's scholarly and professional activities. Letters from two evaluators of established reputation within the candidate's field who are not faculty members within the University are required, both of whom shall be selected by the president taking into consideration the names submitted by the Dean of the nominee's faculty. The evaluators will be provided with the nominee's CV and the criteria for the designation of Distinguished University Professor.
 11. In the event of a failed nomination, the Chair of the Special Appointments Committee will provide constructive feedback when requested by the nominee.
 12. The decision of the Special Appointments Committee is final and binding.

*Please Note - **For items 3, 4 and 5** (letters of support), please include a page stating each supporter's current position and the relationship with the nominee and whether they are submitting information as a student or former student, University of Windsor faculty member or an external referee.

A report will be requested from ISS/ITS to run the SET scores (which will have teaching scores as of Fall 2004 and on). SOST scores will be requested by the University Secretariat from the appropriate department heads in the usual form required by UCAPT.

The Special Appointments Committee, augmented by two external accomplished academics selected by the Special Appointments Committee members, will adjudicate all completed nominations or applications. Recommendations will be forwarded to the Senate Governance Committee for approval.

If you have any questions or concerns please contact Renee Wintermute, in the University Secretariat, at Ext. 3347.

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Professor Emerita/Emeritus

Under current regulations, as set out below, the appointment of a professor *emerita/emeritus* is often automatic. The Committee makes recommendations in those cases where this is not the case.

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Emeritus/Emerita Professor, Librarian IV, Associate Professor, or Librarian III: A professor, associate professor, librarian IV, or librarian III emerita/emeritus is a faculty member or librarian who has retired or ceased employment at the University, at the rank of professor, associate professor, librarian IV, or librarian III, with a minimum of 10 years of continuous service at the University of Windsor. The granting of the award is automatic, subject to the candidate accepting the honour. * If accepted, the President will present the name(s) to the Senate and the Board of Governors for information.

*** Faculty members and librarians who fall within this category will receive a letter, sometime following their retirement date, asking them to confirm that they wish to accept this honour and it will thereafter be conferred automatically.**

Professors, associate professors, librarian IVs and librarian III's who do not meet the minimum required years of continuous service, but have demonstrated excellence in teaching, research/scholarship/creative activity or librarianship activity, and commitment and service to the University can apply or be nominated for this award, in which case the Special Appointments Committee will adjudicate completed applications/nominations.

Note:

- An *emeritus/ta* professor or associate professor may also be appointed as member of graduate faculty and serve in any capacity on a graduate student's research committee.
- Recipients will be entitled to receive recognition in the university academic calendars and will be eligible to apply for research funding from external research granting agencies.

A nomination or application for a candidate must be submitted to the Office of the University Secretariat, by December 15th of each year. Please note that late submissions will be considered in the next academic year.

The documentation must include:

1. a letter of nomination or application
2. where the nominator is someone other than the Dean, a letter of appraisal of the application from the Dean or University Librarian
3. a complete career *curriculum vitae*, preferably submitted in the format required by UCAPT.
4. *the candidate's teaching scores the past ten years, provided in the form used by UCAPT.
5. if applicable, the number of graduate students supervised.

*Teaching related documents are not required for librarian *emerita/emeritus*. Other documents may be requested by the committee, if appropriate.

Recommendations will then be forwarded to the Senate Governance Committee for approval. The chair of the Senate Governance Committee will provide the President with the names of the successful candidates. The President will then present these names to the Board of Governors.

If you have any questions or concerns please contact Renée Wintermute, in the Office of the University Secretariat, at Ext. 3347.

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Honorary Professor

Senate Bylaw 20

An honorary professor is a person who has, in the past, been associated in some capacity with the University and who has achieved distinction in his or her career and is invited by the University to hold the position of honorary professor and to fulfill such duties as are specified by the University.

A nomination on behalf of a candidate must be submitted to the Office of the University Secretariat, by December 15th. Please note that late submissions will be considered in the next academic year.

The documentation must include:

1. a letter of nomination
2. letters of support from Windsor faculty and students and from external sources able to judge the candidate's worthiness for such a prestigious appointment
3. a complete career *curriculum vitae*.

Recommendations will be forwarded to the Senate Governance Committee for approval.