

**University of Windsor
Special Appointments Committee**

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.*****

Not counting retirees, no more than 3% of regular faculty members will be designated as Distinguished University Professor at any one time, with a maximum of two new appointments annually.

A nomination on behalf of a candidate must be submitted to the University Secretariat, by the deadline specified by that office 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 Tiffany Brown. 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 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 Tiffany Brown if you require additional information)
 - b. recommends that candidates prepare a teaching dossier.* (Please contact Tiffany Brown 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. In evaluating the nominee's scholarly and professional activities, 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 Student Perceptions of Teaching (SPTs) scores (for teaching scores as of Fall 2023 and on) and for SETs scores (for teaching scores from Fall 2004-Summer 2023). 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.

The complete package is to be submitted to Tiffany Brown in the University Secretariat at tiffanyb@uwindsor.ca.