OFFICE OF THE PROVOST
PROCESS AND TIMELINE TARGETS FOR NOMINATION AND SELECTION OF REGENTS' PROFESSORS
FOR 2018-2019 (rev. 10.15.18)

Additional information on Regents' Professor appointments may be obtained from the Conditions of Faculty Service , Section 1.6.1, *Nomination and Selection for Appointment as a Regents' Professor*

Step 1: University wide call for nominations by President in early Fall

Distribution of nomination form, process and deadline

Nominations can be made by any tenured or tenure track NAU faculty member.

Self-nominations are prohibited.

Second call goes out in September

Step 2: **Submission of the nomination**
Electronic (Word documents) copies of the following documents must be submitted to Provost@nau.edu:

- A *Nomination Form for Regents' Professor* that lists the nominee, the nominee's department/college affiliation and time in professor rank, and the nominator's name, affiliation and signature. Specific accomplishments of the nominee must be described for each of the criteria listed on the form. The form is available from the Provost's web site: http://nau.edu/Provost/Faculty-Awards-Honors/

- A current copy of the nominee's vitae

Deadline: no later than October 1, 2018

Step 3: University-wide *Nominations Committee* with seven (7) members including at least one (1) from each college. At least two (2) members will be Regents' Professors. Academic colleges (A&L, CEFNS, CEIAS, COE, HHS, SBS and WFCB) will be requested to put forth two (2) names of professors and Regents' Professors of outstanding accomplishment and from these names the President will appoint seven (7) members to serve on the committee. The Nominations Committee selects a chair from among its members. Nominators are ineligible to serve on this committee, but may serve on any other level of review although they must abstain from formal voting.

Timeline: appointment of review committee is completed by Early September

Step 4: Nominations are reviewed by the committee and semifinalists are selected for additional review

Timeline: October 19-27

Step 5: Nominees and nominators are notified of application status by the committee.

Timeline: October 29, 2018

Step 6: Committee and nominators collect supporting documentation for the nomination file and a list of references to include students, internal and external colleagues (a form for the reference list will be provided to semifinalists). Burden is on nominator and nominee to identify a sufficiently high level, diverse pool of references to build a case for Regents' Professor designation. List of references must be submitted to Provost@nau.edu by the deadline: November 19, 2018.

Requests for reference letters come from the chair of the Nomination Committee who directs the reference letter(s) to be sent to the Provost's Office by the sender.

Letters of reference, both internal and external, are confidential and will not be shared with the faculty member (nominee).

Supporting documentation gathered should include evidence of teaching effectiveness (teaching reviews, products, innovations), products of scholarship and/or creative activity, and other materials as appropriate to the case. The documentation should resemble a professional review file which becomes the complete nomination file. The focus of the file should allow reviewers to evaluate the selection based on the designation of the position (COFS, Sec. 1.6.1): "The designation of Regents' Professor is an honored position, reserved for faculty members of exceptional academic ability who have achieved national and/or international distinction."

Two copies of the nomination file (supporting documentation) must be created except for raw data such as publications, creative works, teaching opinion surveys, etc.

All materials are submitted to the Provost's Office by the nominator.

Deadline: December 3, 2018

Step 7: Full files are reviewed by the Chair of the Nomination Committee for completeness check.

Timeline: December 4-6, 2018

Files are transferred to departmental and college Dean's offices (one to each)

Timeline: December 5-6, 2018

Step 8: Full files reviewed simultaneously and independently by departmental CFS, chair, college P&T, and dean (or appropriate equivalents to these positions and structures).

One file is housed in departmental office for review access by FSC and chair, and one in dean's office for review access by P&T and dean (or appropriate equivalents). Raw data will have to be accessed from one of these locations.

Internal letters of review/recommendation from the College (P&T committee, FSC, Deans/Chairs/Directors) are sent directly, and independently, to the Provost and the Chair of the Nominations Committee by January 18, 2018.

Timeline: December 7-January 18, 2019

Step 9: Nominations Committee final review and recommendation to Provost

Timeline: January 21-February 1, 2019

Step 10: Provost review and recommendation to President

Timeline: February

Step 11: President's review and recommendation to ABOR

Timeline: February– March

Step 12: Review and approval by ABOR

Timeline: April 11-12, 2019 ABOR

Step 13: Recognition event with new Regents' Professors

Timeline: Full faculty meeting April 29, 2019