

OFFICE OF THE PROVOST  
PROCESS AND TIMELINE TARGETS FOR NOMINATION AND SELECTION OF  
REGENTS' PROFESSORS  
FOR 2022-2023

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 before the Dec. 1 deadline

Step 2: **Submission of the nomination**

The following documents must be submitted electronically as Word documents to [Provost@nau.edu](mailto: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 (maximum word count=750) 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** December 1, 2022

Step 2a: 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 3: Nominations are reviewed by the committee and semifinalists are selected for additional review.

Timeline: January 2-13, 2023

Step 4: The committee notifies nominees and nominators of application status.

**Deadline:**  
**January 23, 2023**

Step 5: Nominators work with semi-finalists to create 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 semi-finalist to identify a sufficiently high level, diverse pool of references to build a case for Regents' Professor designation. List of references must be submitted electronically as a Word document to: [Provost@nau.edu](mailto:Provost@nau.edu) by January 30, 2023. Letters of reference, both internal and external, are confidential and will not be shared with the faculty member (nominee).

**Deadline:** ~~October 28, 2020~~ January 30, 2023

The chair of the nomination committee will contact references and request them to send letters of reference to the Provost.

**Deadline:** ~~November 2, 2020~~ February 3, 2023

Step 6: Committee and nominators collect supporting documentation for the nomination file. 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."

The nomination file must be submitted electronically as pdf files, except for raw data such as publications, creative works, teaching opinion surveys, etc. which should be referenced within the electronic pdf material

and two copies must be submitted as hard copy to the Office of the Provost, Babbitt Administration Bldg, #51, room #201.

The nomination file must be submitted as pdf files to the Provost's Office by the nominator to [Provost@nau.edu](mailto:Provost@nau.edu).

**Deadline:** February 22, 2023

Step 7: Files are transferred to a SharePoint site.

Timeline: February 27, 2023

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

Timeline: February 28-March 1, 2023

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

One set of raw data will be available for review from the Dean's office.

Internal letters of review/recommendation from the College (P&T committee, FSC, Deans/Chairs/Directors) must be sent directly, and independently, to the Provost and the Chair of the Nominations Committee by January 22, 2021. Nominators should recuse themselves from this process and/or defer to others on FSC/P&T committees.

Timeline: March 6 – 31, 2023

Step 9: Nominations Committee final review and recommendation to Provost

Timeline: April 1 – 21, 2023

Step 10: Provost review and recommendation to President

Timeline: April 24-28

Step 11: President's review and recommendation to ABOR

Timeline: May/June 2023

Step 13: Review and approval by ABOR

Timeline: June 2023 ABOR