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TERMS OF REFERENCE DISTINGUISHED PROFESSOR COMMITTEE

1. PURPOSE

The purpose of establishing the Distinguished Professor Committee (DPC) is to review faculty applications/nomination for the Distinguished Professor title and to recommend candidates for the conferment of the University's honorific title of Distinguished Professor.

2. COMMITTEE MEMBERSHIP

The DPC shall be appointed annually by the Provost. It shall consist of at least five full professors from HBKU colleges. All members shall have demonstrated national and international recognition of outstanding accomplishments in research/creative activities. In consultation with the Provost, the DPC can choose to seek input from 2 non-HBKU faculty who are recognized as leading and senior scholars in reputed institutions. The Provost will select one of the DPC members to serve as the chair.

3. TERMS OF REFERENCE OF THE DPC

The DPC shall:

- Review submissions and make recommendations to the Provost of proposed recipients; and
- Review DPC activities to ensure the effectiveness of its operations and recommend changes to the Provost as needed

4. RESPONSIBILITIES OF THE DPC CHAIR

- Schedule and chair meetings
- Prepare and distribute the agenda
- Close each meeting with a summary of decisions and assignments and oversee the drafting of minutes
- Communicate DPC recommendations to the Provost

5. RESPONSIBILITIES OF DPC MEMBERS

- Confirm that the applications meet the criteria
- Support open discussion, debate, and encourage fellow DPC members to voice their insights
- Maintain confidentiality regarding the applications and DPC discussions
- Recommend candidates that meet the criteria.

6. FREQUENCY OF MEETINGS

The DPC shall meet as necessary. The DPC chair, in consultation with DPC members, sets the schedule of meetings.

7. QUORUM AND VOTING

- A Quorum shall consist of two-thirds of all members
- Resolutions are passed by a simple majority of members (the chair is a voting member)
- Both supporting and objecting members on any resolution may submit in writing the rationale for their vote

8. CONFLICT OF INTEREST

The DPC committee members shall affirm that they have no real or apparent conflict of interest with any candidate. If so, they shall recuse themselves from all discussions related to the candidate.

9. TERM OF APPOINTMENT

The DPC Chair and members shall serve on the DPC for one year. The DPC chair/members may be re-appointed at the end of their term.