



AC-F-09.V01: DISTINGUISHED PROFESSOR POLICY





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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

This policy presents the guidelines to confer the title of “Distinguished Professor” to an HBKU faculty who demonstrated significant impact and sustained excellent performance.

2. POLICY DESCRIPTION

Conferring the Distinguished professor title on a faculty member acknowledges his/her sustained excellence. The honorific title of Distinguished Professor exemplifies the HBKU’s commitment to academic excellence. The title may be conferred to retain or attract outstanding scholars who are envisioned to contribute positively to the enrichment of students’ learning experience and research and the to the advancement of the institution’s reputation.

2.1 DEFINITIONS

- **Distinguished Professor:** The highest honorific designation conferred by the University to recognize extraordinary, national, regional and international scholarly attainment of an individual’s discipline.
- **Distinguished Professor Committee:** A committee appointed by the Provost and is made of at least five senior professors.

2.2 POLICY STATEMENTS

1. Conferring the title of Distinguished Professor signifies a group of faculty members who demonstrate exceptional leadership in their scholarship as confirmed by national, regional and/or international reputation. The honorific title is conferred on a selected few faculty who exemplify the title and who significantly contribute to the intellectual advancement of HBKU.
2. HBKU is not obliged to confer the title in a given year.
3. Conferring the title is under the jurisdiction of the President and is based on a rigorous review by the Distinguished Professor Committee.
4. Conferment of the Distinguished Professorship is not a promotion to a higher rank. The conferment procedure is distinct and does not resemble that of the academic rank promotion procedure.

Qualifications

5. Distinguished professors should exemplify eminent scholarship with international reputation in the field. The expectations are well beyond than that of a full professor at HBKU.
6. The candidate must have completed at least five years at the rank of full professor.
7. Must demonstrate exceptional excellence in teaching and service. Excellence in teaching and service is scaled proportionally to the assignment of responsibilities.
8. A proven record of achievements demonstrating interest to mentor growth and advancement of their students, colleagues and institution.

Eligibility

9. Current HBKU faculty members who are recognized with exceptional achievements and have held the full professor rank for at least five years.





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10. Colleges may, to attract high caliber candidate, nominate an incoming faculty with exceptional credentials that merit the title.
11. The Distinguished Professor Committee shall evaluate all nominations and applications to the Distinguished Professor title. Upon a rigorous and thorough review of the applicants/nominees files the committee shall make recommendations to the Provost.
12. The Provost endorses the nomination and forwards his/her recommendations to the University President. The conferment of the title is under the authority of the President.
13. The conferment of the Distinguished Professor title shall be effective on July 1st.
14. HBKU is not obliged to confer the title each year. Re-nomination is allowed. The new dossier must demonstrate substantially higher advancement compare to the previous nomination dossier.

Expectations & Benefits

15. Holders of the title are expected to maintain exceptional performance appropriate for the honorific title.
16. The recipient of the Distinguished Professorship title is entitled to hold the designation the remainder of his/her active service at HBKU. The title Distinguished Professor Emeritus may be conferred upon retirement.
17. The honorific title may be used in publications, correspondence, webpages, business cards, and applications for contracts and grants. Other benefits may include:
 - Start-up fund, this benefit is limited to external hires;
 - Rolling contract;
 - Salary top-up.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

3.1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. UPDATES

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE

Applicant must submit a dossier to the Provost by the published deadline that include:

1. Nomination Application: Self-nomination is permitted for HBKU faculty members who meet the qualifications.
2. College Deans or Division/Department Heads may submit a nomination on behalf of a faculty member who meets the qualifications.
3. The nomination should include details of the nominee's achievements that support the appointment.
4. A complete application includes, but is not limited to, the following:
 - a. Letter of nomination.
 - b. Recent Curriculum Vitae;





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- c. Copies of supporting document this may include but not limited to: Selected publications, abstracts, awards, etc.;
 - d. Description of the nominees achievement (five pages);
 - e. Proven evidence of exceptional teaching and service;
5. Nomination dossier for incoming faculty must include the all items pronounced above. The College Dean must endorse the nomination.
 6. All nominations (internal and external) shall be evaluated by the Distinguished Professor Committee.
 7. The Committee's recommendation is submitted to the Provost. The Provost shall review and submit his endorsement to the President who shall have the final approval.
 8. Subject to the HR Policies and Procedures, incoming applicants who are approved shall be notified of the designation in his/her offer letter. Conferring the designation is conditional on accepting the offer. The effective date shall be the starting date of the incoming recipient. The schedule below shall be applicable to incoming applicants.

Evaluation Procedure

- All nomination dossiers shall be submitted to the College Dean by **January 1**;
- The College Dean evaluates all dossiers for college nominations, provide his/her comments and submits the dossiers, his/her recommendations and the College Committee recommendation, if any, to the Office of Provost by **March 1**;
- The Office of the Provost submits the application dossiers to the Distinguished Professor Committee;
- The Distinguished Professor Committee performs its rigorous and thorough review to all nominations/applications and presents its recommendations to the Provost by **April 1**;
- The Provost reviews the Committee's recommendations and presents his endorsement to the President by **May 1**;
- The President reviews the Provost recommendations, and notify Provost with his/her decision by **June 1**;
- The Office of the Provost officially notifies the applicant of the decision. The effective date of the title shall be on **July 1**.

