

**BROCK UNIVERSITY
PROCEDURES AND GUIDELINES FOR THE HONORARY DESIGNATION
OF 'DISTINGUISHED PROFESSOR'**

INTRODUCTION

Brock University recognizes those Full Professors at Brock University who have demonstrated exceptional scholarly achievement in their field with an honorary designation of 'Distinguished Professor'. Appointments are recognized at Convocation and remain until retirement, upon which the holders become Distinguished Professors Emeriti/ae.

By awarding the designation, Brock University will elevate its recognition and celebration of excellence in research, scholarship, and creative activity in a manner that reflects our own special character and values within the community and the world.

It specifically serves to further:

- 1) promote, throughout the University and beyond, a culture that recognizes and celebrates research, scholarship and creative activity achievement;
- 2) support faculty in competing for external grant applications and other external research opportunities, and;
- 3) motivate Full Professors of prominent standing.

CRITERIA FOR NOMINATING AND SELECTING

These nomination and selection procedures and guidelines for the designation apply to all Brock University Full Professors. Professors emeriti are not eligible to be nominated for the Distinguished Professor designation. In the event that any provisions are found inconsistent with the provisions of a collective agreement, the collective agreement will prevail.

1. Nomination and Selection Process

Each September, an open call for nominations will be announced to the Brock community by the Senate Research and Scholarship Policy Committee (R&SPC). A nominee shall have demonstrated exceptional research, scholarship, or creative activity by the standards of their discipline. Nominations recommended by R&SPC will be passed to Senate for forwarding to the President or designate.

1.1 Form

A completed nomination form must be supported by three signatures from Brock University faculty members. The form must be accompanied by a curriculum vitae and must include a brief (not exceeding 500 words) non-technical description of the nominee's contributions to research, scholarship, or achievement in creative activity. The nomination form is available on The University Secretariat website at <https://brocku.ca/university-secretariat/>

A nomination must also be accompanied by a signature from the nominee's Dean endorsing the nomination and letters from two scholars of prominent standing in the nominee's field from outside the University. The external scholars are to be chosen and solicited by the nominators in consultation with the Dean. The letters of nomination should explain why the nominee is deserving of this recognition. The faculty members who nominate a colleague are responsible for gathering the documentation and submit it before December 15th. Nomination packages should be submitted as a single PDF file. An open call for nominations will be announced by the R&SPC every year after their first meeting in September.

Nominations will be received and maintained confidentially by The University Secretariat.

1.2 Selection

In its first meeting of each academic year, R&SPC will appoint an evaluation committee of seven members, including a faculty member from each of the 6 teaching Faculties (either from the Committee's Membership and at large), and will confirm the standards for the submission process. The evaluation committee may further consult with discipline experts from within the Brock community as needed. The evaluation committee will submit its recommendation to R&SPC for consideration and recommendation to Senate. Senate will then consider for recommendation to the President or designate. Announcement of the appointment of the honorary designation will be made in advance of the Convocation at which it will be conferred.

A list of those receiving the designation will be maintained by The University Secretariat.

1.3 Denied Nominations

Denied nominations will not be forwarded to Senate for consideration. New nominations will not be considered by R&SPC for a period of two years.

1.4 Deferred Nominations

Nominations placed on the confidential deferred list will not be forwarded to Senate for consideration, but will instead be reconsidered by the R&SPC when it next considers nominations. Nominees will remain eligible for reconsideration as part of the confidential deferred list for up to two years from the date the nomination was first considered by the Committee. Nominators will have the opportunity to provide updated information on the nominee's application. If not selected for recommendation to Senate or denied within the two-year period, the nomination will be deemed to be denied and removed from the confidential deferred list.

2. Term of designation

The designation would be first recognized at Convocation and would remain until retirement, upon which the holders would become *Distinguished Professors Emeriti/ae*.

3. Number of recipients

At any given time, the number of Full Professors who hold the designation 'Distinguished

Professor' (excluding those who are emeriti) should not normally exceed three percent of the total full-time tenure-track and tenured faculty. The number of recipients should be limited to no more than 10 in the first year and up to 5 per year thereafter. There is no requirement to meet such targets.

4. Revocation of designation

The designation may be removed by the President of the University upon the initiation of a revocation process by the President, consultation with R&SPC and a recommendation of Senate.