



Procedure 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 Nomination and Selecting

These nomination and selection procedures and guidelines for the designation apply to all Brock University Full Professors who have been at the rank of Full Professor at Brock University for a minimum of 5 years. 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 (RSPC). Brock University tenured or tenure-track faculty members are eligible to submit nominations. Deans are not eligible to be a nominator. A list of eligible nominators and nominees will be circulated with the call for nominations. A nominee shall have demonstrated exceptional research, scholarship, or creative activity by the standards of their discipline. Nominations recommended by the RSPC 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 RSPC 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, the RSPC 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 the RSPC for consideration and recommendation to Senate. There is no appeal by the nominee or nominators of the recommendation made by the evaluation committee. 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.

Nominations that are not recommended will not be forwarded to Senate for consideration. These nominees are eligible to be nominated again the following year. Nominators should submit a new application package. They may choose to update any

or all of the nomination package. The Dean's endorsement must be dated from within the past 12 months.

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 the RSPC and a recommendation of Senate.

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