

## College of Science Honorifics

The term *honorific* refers to any of the following: distinguished chair, named chair, distinguished professorship, named professorship, senior faculty fellowship, or junior faculty fellowship. The College of Science Honorifics Committee (COSHC) is charged with making recommendations to the Dean on nominations of College of Science faculty members for all college-specific honorifics as well as university honorifics for which COS faculty are eligible.

### Composition of the College of Science Honorifics Committee

COSHC is composed of nine tenured COS faculty members, one from each of the College's eight departments and one school.<sup>1</sup> These members serve staggered, three-year terms, as shown by the schedule in Table 1. No member may serve more than two successive terms. Department heads may not serve on this committee. Appointments for completion of a vacated three-year term are made by the dean upon recommendation from the department. Each department determines its process for selecting its representative. Names of departmental representatives are due to the dean's office by the end of the first week of fall classes of the indicated year. The Dean, or other representative of the College of Science Dean's office as appointed by the Dean, serves as a non-voting member and committee chair.

**Table 1: COS Honorifics Committee: Departmental Representative Replacement Years**

2018, 2021, 2024, ...	2019, 2022, 2025, ...	2020, 2023, 2026, ...
Biological Sciences Geosciences Mathematics	Chemistry Economics Psychology	Neuroscience Physics Statistics

### Overview of COS Honorifics Processes

The Dean determines if and when an honorific will be filled. She/he considers any restrictions imposed by the donor agreement, the size of the associated endowment and its projected spendable budget, the need for and availability of other funds associated with the position, the need for additional faculty within various units within the College, and the relative merit of filling the position at a later date.

There are four routes through which a vacant COS honorific is filled:

- internal competition for an honorific among current COS faculty
- the honorific is attached to an external search for a faculty member
- an honorific is employed to attract a targeted individual to join the COS faculty
- an honorific is employed in a retention package for a current COS faculty member

In all cases, the following documentation is required for nominations put forth to the COSHC (additional documentation may be required for particular honorifics):

- Candidate's statement addressing their work and how it fulfills the requirements for the honorific (2-4 pages).
- Candidate's CV.
- Letter of support from the candidate's department head, or in cases of external search, prospective department head (1-2 pages).

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<sup>1</sup> Henceforth, references to "department" should be understood to include both departments and schools.

For an honorific that is restricted to members of a single COS department, the first two bullets above comprise the documentation given to the department's honorifics committee<sup>2</sup> for review. For the candidates that the departmental committee will put forward, it prepares a letter, addressed to the Dean, with its recommendations and supporting reasons. This letter along with the other documentation is forwarded to the candidate's department head, who adds her or his letter of recommendation prior to sending the entire package to the College Honorifics Committee. COSHC reviews the materials and prepares its own letter, also addressed to the Dean, with its recommendation(s) and reasoning. The process is completed when the Dean writes her/his own letter of recommendation to the Provost for the selected candidate. For honorifics that are not department-restricted, the same process is followed but beginning with the COSHC and so without the involvement of a departmental committee.

#### Filling a vacant COS honorific via search

The Dean determines when to begin the process of filling a vacant honorific, and whether it will be filled by an internal or an external search. The Dean may also suspend or terminate a search. In addition to any limitations imposed by the fund agreement associated with the honorific on the type of candidate (department, research area, rank, etc.), the Dean may specify additional qualifications, such as designating the academic units (departments, programs, schools, or academic disciplines) which will be considered based on the needs of the college.

If an honorific is to be filled internally, the Dean will advertise the position to all COS faculty who could potentially be candidates. The advertisement will include the required qualifications, instructions for applying, and deadlines. Applications will be reviewed by the COSHC, which prepares a recommendation pertaining to the (usually one, but in cases of an even or near-even split of the committee, two) top candidates for the Dean. If the honorific is restricted to members of a specific department, then prior to review by the COSHC, the department's honorifics committee will determine the two to three top candidates, and forward documentation (along with a ranking, if desired) for only those candidates to the COSHC for its review.

For an honorific to be filled with an external search, the position will be advertised consistent with University policies and in ways designed to reach the greatest number of appropriate candidates. While an external search does not preclude internal candidates from applying, the decision to seek external candidates will usually reflect a desire to attract a new faculty member to the college.

For an external search for an honorific that will reside in a specified department, the Dean will authorize that department to initiate the search. The search will be conducted using the normal departmental search procedures with the restriction that no one who is eligible to apply for the position may serve on the search committee unless, prior to the formation of the committee, he or she informs the Department Head in writing that he or she will not be a candidate. If the search concludes with one or more candidates acceptable to the department, the Department Head and the Search Chair will bring their recommendations to the Dean. If in consultation with the COSHC following its review of the documentation, the Dean decides to support a nominee, she or he will authorize an offer.

If the honorific might reside in more than one department, the Dean will appoint members to a search committee in a fashion that equitably represents the departments where the position might reside, and when feasible, with at least two members outside of those departments. No

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<sup>2</sup> As determined by the department, this may also be the Personnel Committee or P&T Committee

one who is eligible to apply for the position may serve on the search committee unless, prior to the formation of the committee, he or she informs the Dean in writing that he or she will not be a candidate. The search committee is charged with reviewing applications, soliciting references, arranging for interviews, and recommending a small number (typically two to four) of potentially acceptable candidates to the Dean. If in consultation with the COSHC following its review of the documentation, the Dean decides to support a nominee, she or he will authorize an offer.

#### Offering a vacant COS honorific to a targeted candidate or as part of a retention package

If the head of a unit searching for a faculty member believes his or her search committee has identified an exceptional candidate who cannot be recruited without an honorific, she or he may propose to the Dean that an honorific be offered. Similarly, a head may propose an honorific be offered as part of a retention package for a current COS faculty member. If the Dean believes that providing an honorific is potentially in the best interest of the College and if a suitable vacant honorific exists, the Dean will forward the nomination to the COSHC for review and recommendation prior to making a decision.

#### University-level honorifics

The Dean is periodically asked to nominate COS faculty members for university-level honorifics, such as University Distinguished Professor or Alumni Distinguished Professor. The Dean will issue a call for nominees with instructions for applying and deadlines for a university-level honorific. Each department's honorifics committee, in concert with the department head, reviews applications from its faculty, putting forward at most one nominee (the dean, at his/her discretion, may raise this limit) to the COSHC. These nominees are reviewed by the COSHC, which prepares a recommendation pertaining to the (usually one, but in cases of a roughly even split of the committee, two) top candidates for the Dean.

#### Additional considerations for committees

The charge of the COSHC is to provide substantive feedback to the Dean on the suitability of candidates for honorifics. These guidelines apply to the committee's work and to that of departmental honorifics committees:

- If the honorific will reside in a department, the COSHC member from that department shall be non-voting for that case.
- Any member of the COSHC who has voted at an earlier stage of the search process will be a non-voting committee member.
- A committee member may not vote on or take part in discussions of a candidate who is a spouse, family member, or other individual with whom he or she has a close personal relationship. A committee member who, for either personal or professional reasons, feels unable to evaluate a candidate objectively should recuse herself/himself from deliberations and voting. Friendship, mentoring, joint research and other collaboration does not normally disqualify a committee member from deliberation and voting.
- In the case of an external hire, the committee may comment on rank and tenure, but shall not make a formal recommendation on rank or tenure. Formal recommendations come from the departmental P&T committee, the department head, and the COS P&T committee.

In all cases, the Dean makes the final determination as to whether a candidate's file is to be forwarded to the Provost for an honorific appointment. The ultimate responsibility for awarding an honorific resides with the President of the University and the Board of Visitors.

### Administrative changes for financial purposes

The college will avoid making future commitments from endowments which are greater than can be supported in the long term. However, if the current financial commitment for an honorific exceeds the endowment capacity and if another similar appointment is available which can support the commitment, the dean will solicit input from the affected faculty member and recommend to the provost that the faculty's appointment be changed. Formally, the university would recommend to the Board of Visitors that the faculty member be awarded the new honorific and removed from the existing appointment.

### Procedures for periodic review/renewal of currently held honorifics

All honorifics bestowed by COS, regardless of the process by which they were granted, are subject to periodic review. Subject to conditions in the funding agreement or as delineated at conferral of the honorific, reviews of appointments to junior and senior faculty fellowships are typically conducted every three years, and appointments to distinguished chairs, named chairs, distinguished professorships, and named professorships are typically reviewed every five years. For any given honorific, the Dean may limit the number of renewals allowed. When permitted by the fund agreement, the title of an honorific associated with a specific endowment may be changed as a part of the renewal process, e.g., a junior faculty fellowship may be renewed as a senior faculty fellowship.

The Dean determines when an honorific bestowed by COS is to be reviewed, and informs the faculty member's department head accordingly, providing the timeline for the evaluation. Provided the faculty member wishes to seek renewal, the review process begins. The recommendation process follows the same route as described above for vacant honorifics, but with no competing candidates. Documentation is submitted first to the departmental honorifics committee for departmental-specific honorifics, and otherwise to the COSHC. In formulating a renewal recommendation, committees are specifically charged with evaluating the faculty member's performance in meeting the expectations of the honorific, and further evaluating the likelihood of continued success in this regard. The faculty member's candidate statement should include information addressing these points. The department head's letter should likewise assess the faculty member's performance within the context of the honorific's intent. The Dean makes the final decision regarding the continuation or termination of the appointment.

The Dean will inform the faculty member in writing of her/his decision and recommendation to the Provost. If the recommendation is to renew, the dean will include expectations for the continued appointment in his/her letter. In the case of department-specific honorifics, the dean may delegate the task of informing the faculty member to the department head.

### Additional duties of the COSHC

The College of Science Honorifics Committee also serves as the College's committee for judging nominations for the COS Award for Outreach Excellence. The Dean's office issues the call for nominees and collects the nomination packages. The COSHC reviews the nominations and recommends an honoree to the Dean. Multiple awardees are not allowed.

The College of Science Honorifics Committee reviews faculty requests for Research Assignments and Study-Research Leaves (commonly referred to as "sabbaticals"), judging suitability of the proposals relative to the intent of these programs.