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Parent Policy: [Awards for Faculty Excellence Policy](#)

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Centennial Professor Application and Selection Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The title of Centennial Professor is among the most prestigious of honours at the University of Alberta and is bestowed on members of the academy who have achieved outstanding distinction in their area of research and scholarship, teaching and who have earned favourable regard from the community.

The incumbent will have teaching duties throughout the period of the appointment. The Department Chair or Dean is responsible for assigning such duties and for costs associated with reduced responsibilities.

Purpose

The title of Centennial Professor was created to recruit, and in exceptional circumstances to retain, outstanding Professors to the University of Alberta.

PROCEDURE

1. ELIGIBILITY REQUIREMENTS

Any individual new to the University who is eligible to be appointed as a full-time member ranked as Professor of the Faculty (Categories A1.1 and A1.6) at the University of Alberta. In exceptional circumstances, for purposes of retention, a Dean may nominate an existing Professor for the title of Centennial Professor. The circumstances must be described in the Dean's nominating letter.

2. SUBMISSION REQUIREMENTS

Submissions are to be sent to the Office of the Provost and Vice-President (Academic). All information should be single-sided except for the curriculum vitae which should be double-sided. Please 3-hole punch all documentation and submit 7 copies of each nomination.

The submission shall include these items in the following order:

- a. curriculum vitae
- b. highlights of a **teaching dossier** (not to exceed 4 pages)
- c. highlights of a **research dossier** (not to exceed 4 pages)
- d. highlights of a **service dossier** (not to exceed 4 pages)
- e. a letter from the nominating Dean and six letters of assessment, as **supporting documentation**
- f. from the nominating Dean, an assessment of infrastructure needs

Please note that submissions should not be bound, tabbed or involve cover pages; however, sections should be separated by a coloured sheet.

3. SUBMISSION PROCEDURE

Submissions are initiated by a Dean. Submissions, including supporting documents, shall be forwarded to the President's Advisory Committee for Senior Academic Appointments through the Office of the Provost and Vice-President (Academic).

The nominator shall send requests for letters of assessment to individuals selected from names forwarded by the candidate. The nomination process is to be confidential.

4. SELECTION

Appointment of the title of Centennial Professor are made by the President, as per the Terms of Reference for the President's Advisory Committee on Senior Academic Appointments.

5. TERMS OF APPOINTMENT

Appointment of the title Centennial Professor will be for seven to ten years at the discretion of the President on advice from the President's Advisory Committee on Senior Academic Appointments, renewable. The appointment carries with it all the normal obligations and benefits as set out by the Board-AASUA Agreement (Faculty).

A Centennial Professor at the University of Alberta may apply to be considered for the position of Distinguished University Professor (DUP), consistent with the DUP Application and Selection Procedure.

A Centennial Professor may resign the position at any time and revert to a normal academic appointment.

Centennial Professors are "full-time faculty members" and, as such, their employment is governed by the Board-AASUA Agreement (Faculty).

Recommendation for merit increments for a Centennial Professor will be made as per the Board-AASUA Agreement (Faculty), by the Chair and in non-departmental Faculties by the Dean.

Some of the Board and GFC-approved regulations for the Centennial Professor are at variance with the terms and conditions of the Agreement. In conformity with the provision of Article 6.05 of the Agreement certain special conditions, as specified in these procedures, apply to the Centennial Professor.

The Provost and Vice-President (Academic), following consultations with the President of the AASUA, has approved this special condition for Centennial Professors:

- Teaching responsibilities for the Centennial Professor will be made by the Chair and in non-departmental Faculties by the Dean, or, if needed, with others such as Deans of other Faculties (variation of clause 7.03.1).

Upon completion of the term of appointment, and on application from the Dean to the Provost and Vice-President (Academic) and the Vice-President (Research), consideration will be given to awarding the title in perpetuity – Centennial Scholar.

6. VALUE

A Centennial Professor will be appointed to a home Department/Faculty. The Centennial Professor salary will be the salary as a full-time member ranked as Professor. The Office of the Provost and Vice-President (Academic) will make available funds in the amount of \$20,000/annum for the term of the appointment, renewable. A Centennial Professor who holds funds for any purpose through another meritorious appointment, such as a Canada Research Chair (CRC), may collect from only one source. Funds are to be discontinued if a Centennial Professor vacates the position for any reason other than an approved sabbatical leave

Funds are held by the University of Alberta and are administered by the Dean of the home faculty. Funds are to be spent in accordance with University of Alberta policies and procedures.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Teaching Dossier	<p>A teaching dossier should include:</p> <ul style="list-style-type: none"> - A list of all courses taught. - Major awards and distinctions in teaching. - Philosophy of teaching. - Evidence of teaching excellence. <p>If appropriate a letter from the Chair/Dean in which the teaching record of the nominee is assessed, including the record of assessment in FEC and peer assessment.</p> <p>For consultation to prepare a teaching dossier consult with the Centre for Teaching and Learning.</p>
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Research Dossier	A research dossier should include: <ul style="list-style-type: none">- Description of program of research.- Major awards and distinctions in research.- Description of impact of research on self and others' career.- Administrative and professional affiliations and responsibilities.- A list of the top 5 publications and a description of why they are significant.- A list of grants awarded in the past 3 years, specifying agency, amount of award and title of the project(s).- A list of the top 5 graduate students and post doctoral fellows supervised and a description of their career trajectory.
Service Dossier	A service dossier should include: <ul style="list-style-type: none">- Description of engagement in service activities.- Description of how the service activities linked to the applicant's disciplinary knowledge.- Description of the benefits of the service activities to students, peers, the institution and community at large.

Supporting Documentation

Supporting documentation should include:

- Letter from nominator. Nominators must make the case as to why nominees have unusual scholarly work and are pre-eminent in their discipline(s). They must comment on the impact of the nominees' work and how their contributions are influential. It would be helpful to describe the specific major University and community-related positions held, services provided, consultantships held, etc.
- Information provided should not be merely testimonial in nature, but should clearly articulate the involvement, impact and significance of the nominees' contributions to research and scholarship, teaching, and the professional and community service mission of the university.
- Three letters of assessment of from Full Professors (most senior, tenured faculty rank) who, if possible, have an international reputation. The letters should contain documentation on the significance and impact of research; the quality of teaching including undergraduate and graduate students and post doctoral fellow supervision; and service.
- Three letters of support from previously supervised (graduate or undergraduate) students or post doctoral fellows, one of which must be from an undergraduate student. The letters should contain documentation on mentorship, supervision, teaching and why the nominee is worthy of this high-level recognition.

The nominator shall send the requests for letters of assessment to individuals selected from names forwarded by the candidate. The nomination process is to be confidential.

FORMS

There are no forms for this Procedure. [[▲Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[University of Alberta Faculty Agreement](#)