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

## Distinguished University Professor Application and Selection Procedure

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

### Overview

The title of Distinguished University Professor (DUP) and Distinguished University Professor Emeritus (E-DUP) is one of the highest honours this University can bestow on a member of its academic staff. The University awards the title only to those individuals who have achieved outstanding distinction and scholarship in each of the areas of research, teaching, and service to the academy and the community at large. The scholarly work of the DUP and E-DUP must have merited international recognition; their teaching and student supervision ability must be highly esteemed by colleagues and students; and, they must be regarded as exceptional.

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 DUP at the University of Alberta recognizes those exceptional faculty members who are globally recognized leaders and whose exemplary teaching, research and citizenship have made them leaders in their disciplines internationally. They serve as senior advisors to the University Community, and act as mentors and exemplars to other professors.

## PROCEDURE

### 1. ELIGIBILITY REQUIREMENTS

Any full-time member ranked as Professor of the Faculty (Categories A1.1 and A1.6) with at least 10 years of service as a faculty member at the University of Alberta may be appointed as a DUP.

Current faculty holding Tier One Canada Research Chairs (CRC) may be nominated as a DUP.

The number of DUPs will normally constitute up to 2% of the full-time members of the faculty (Categories A1.1 and A1.6) at the University.

## 2. SUBMISSION REQUIREMENTS

Submissions are to be sent to the Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron, no later than 4:00 p.m. on the first working day of May. All information should be single-sided except for the curriculum vitae which should be double-sided. Please 3-hole punch all documentation and submit a total of 10 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. Letter from the nominator, and six letters of assessment, as **supporting documentation**

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

## 3. SUBMISSION PROCEDURE

Submissions are initiated by a nominator, typically a Dean consulting as appropriate within his or her own Faculty. Submissions, including supporting documents, should be sent to the Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron.

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.

A nomination will be held for three years. Unsuccessful candidates should update submissions each year. After three years if the nominees are still unsuccessful, they must wait two years to reapply.

## 4. SELECTION

- a. Advisory Selection Committee

A DUP Advisory Selection Committee will assess whether a nominee meets the standards for appointment as DUP and forward those nominees so judged to the President's Advisory Committee for Senior Academic Appointments.

DUP Advisory Selection Committee appointments are for a three-year term.

The Committee is composed of the following members:

- i. Provost and Vice-President (Academic) or delegate, Chair
- ii. Vice-President (Research) or delegate
- iii. Dean of Graduate Studies and Research or delegate
- iv. A holder of a Distinguished University Professorship or Distinguished University Professorship Emeritus, appointed by the Provost
- v. An Executive member of the Students' Union or delegate (one-year appointment and may be appointed for a second year)
- vi. An Executive member of the Graduate Students' Association or delegate (one-year appointment and may be appointed for a second year)
- vii. Two members from Categories A1.1 or A1.6, elected by GFC

Once members have been elected, the Provost may, in consultation with the Chair or Vice-Chair of the GFC Nominating Committee, name one additional full-time faculty member (Categories A1.1 and A1.6) to the DUP Advisory Selection Committee to ensure broad representation from the faculty.

#### b. Evaluation Process

The quorum for the DUP Advisory Selection Committee shall be that only two members may be absent from any meeting where decisions are made. Its proceedings are to be confidential.

#### c. Selection Process

The President's Advisory Committee for Senior Academic Appointments will determine which nominees of those forwarded by the DUP Advisory Selection Committee, if any, will be appointed to the position of DUP.

The Convocation and Ceremonies Office will be advised of the appointments. Appointments will be announced at the annual Celebrate! Teaching. Learning. Research event.

## 5. TERMS OF APPOINTMENT

Appointment of the title of DUP will be for the duration of the academic appointment. The appointment carries with it all the normal obligations and benefits as set out by the Faculty Agreement.

When the DUP retires the appointment will automatically change to E-DUP and will be held for life. See the UAPPOL Emeritus Policy for further information. A retired professor cannot be an E-DUP without having been a DUP.

A DUP or E-DUP may resign the position at any time and revert to a normal academic or emeritus appointment.

DUPs are full-time faculty members and, as such, their employment is governed by the Faculty Agreement.

Recommendation for merit increments for a DUP will be made, as per the Faculty Agreement, by the Chair and in non-departmental Faculties by the Dean.

Some of the Board and General Faculties Council approved regulations for the DUP are at variance with the terms and conditions of the Agreement. In conformity with the provision of Article 6.05 of the Faculty Agreement certain special conditions, as specified in these procedures, apply to the DUP.

The Provost and Vice-President (Academic), following consultation with the President of the Association of Academic Staff University of Alberta (AASUA), has approved this special condition for DUPs:

a. Teaching responsibilities for a DUP 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 of the Faculty Agreement).

## 6. VALUE

A DUP will normally be appointed to a home Department/Faculty.

The DUP 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 duration of the academic appointment. Funds may be used for a variety of purposes and in a combination of ways (e.g., hiring a graduate teaching assistant, travel to conferences, partial payment of a post-doctoral fellow). A DUP who currently receives funds in any form through another meritorious appointment, such as a CRC, may collect from only one source. Funds are to be discontinued if a Distinguished University 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.

Funds in the amount of \$2,000/annum will be made available for each E-DUP and will be administered as outlined for DUPs.

## **DEFINITIONS**

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

<b>Teaching Dossier</b>	<p>A teaching dossier should include:</p> <ul style="list-style-type: none"> <li>- A list of all courses taught.</li> <li>- Major awards and distinctions in teaching.</li> <li>- Philosophy of teaching.</li> <li>- Evidence of teaching excellence.</li> </ul> <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 Faculty Evaluation Committee (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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<b>Research Dossier</b>	<p>A research dossier should include:</p> <ul style="list-style-type: none"><li>- Description of program of research.</li><li>- Major awards and distinctions in research.</li><li>- Description of impact of research on self and others' career.</li><li>- Administrative and professional affiliations and responsibilities.</li><li>- A list of the top 5 publications and a description of why they are significant.</li><li>- A list of grants awarded in the past 3 years, specifying agency, amount of award and title of the project(s).</li><li>- A list of the top 5 graduate students and post-doctoral fellows supervised and a description of their career trajectory.</li></ul>
<b>Service Dossier</b>	<p>A service dossier should include:</p> <ul style="list-style-type: none"><li>- Description of engagement in service activities.</li><li>- Description of how the service activities linked to the applicant's disciplinary knowledge.</li><li>- Description of the benefits of the service activities to students, peers, the institution and community at large.</li></ul>

<b>Supporting Documentation</b>	<p>Supporting documentation should include:</p> <ul style="list-style-type: none"><li>- 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.</li><li>- 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.</li><li>- Three letters of assessment from Full Professors (most senior, tenured faculty rank) who have an international reputation and, if possible, are external to the University of Alberta. 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.</li><li>- 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.</li></ul> <p>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.</p>
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## **FORMS**

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

## **RELATED LINKS**

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

[Emeritus Policy](#) (UAPPOL)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues](#) (UAPPOL)

[University of Alberta Faculty Agreement](#) (University of Alberta)