

**Changes in eligibility for UP appointment:**

The UPs approved the following changes in the provisions for the appointment for University appointments during their annual meeting on 21 April 2009. A copy of the relevant sections of the Faculty Handbook prior to these changes follows this page.

**Eligibility for UP Appointment**

Provost Mark Kamlet opened the meeting with a call for a report from the subcommittee (Jordan, chair, Fienberg and Sekerka) on possible changes in the guidelines for the faculty eligible for appointment to UP to devise a method to base the total number of UP appointments available each year on the number of the active (non Emeritus) UPs under a specified age. After discussion, a change based on the subcommittee report led to the following recommended guidelines accepted by a vote of the UPs in attendance:

The provisions for the appointment process for University Professor in the Faculty Handbook will apply, with the following considerations: (see <http://www.cmu.edu/policies/documents/Tenure.html#univprofs>)

\* The phrase "rank of Professor" in the sections on "Eligibility for Nomination" and "Limitations" will be taken to refer to the ranks of regular faculty full professors, that is all full professors on the tenure-track, research-track, teaching-track and librarian/archivist-track.

\* The provision in the section on "Limitations" to exclude Emeritus University Professors from the count of University Professors to establish the number of appointees in a given year, will be amended to also exclude from that count up to three (3) of the active (i.e., remaining among the regular faculty ranks) University Professors over the age of 70, without any change in the status of those over 70. This provision will not apply to University Professors appointed at age 66 or older for the first five (5) years of their appointment, or until they take Emeritus status if that is earlier.

# Appointment and Tenure Policy of Carnegie Mellon University

## Faculty Appointments: Procedures

### University Professors

#### Guidelines for Appointment

##### Foreword

The rank of University Professor is the highest one at Carnegie Mellon University, and it bestows both honor and obligation onto its recipient. University Professors should be drawn from all of Carnegie Mellon University's colleges and schools. These guidelines for nominating a University Professor describe a process that is intentionally similar to that of other academic promotions.

##### Criterion

*International recognition and distinction for contributions to education, artistic creativity and expression and/or research.*

Distinction may be demonstrated in a variety of ways consistent with the highest standards of the University. Recognition should reflect exceptional achievements at Carnegie Mellon that extend beyond the candidate's department and college. Recognition may also be demonstrated in part by election to an academy or by the highest honors or award given by the candidate's professional organizations.

##### Eligibility for Nomination

All current faculty members holding the rank of Professor and, excepting special circumstances, having held that rank for a minimum of five years at Carnegie Mellon University are eligible for promotion to the rank of University Professor.

##### Limitation

The number of University Professors should be no more than about 10 percent of number of faculty at Carnegie Mellon University holding the rank of Professor. Each year, the Provost will determine the maximum number of faculty members that may be elected.

##### Emeritus Faculty

An emeritus faculty member may, if he or she chooses, continue to hold the rank of University Professor after retirement. However, on retirement, this faculty member will no longer be counted when determining limits.

An emeritus faculty member may be elected to the rank of University Professor, but, when this unusual step is taken, this election counts against the limit for that year.

## **Nomination and Election Process**

The Provost, University Professors, Deans and Departments Heads may nominate candidates. The Provost will request nominations early in the new school year and will determine the maximum number of persons who may be elected that year - subject to the restriction that there will be at least one position. The Provost will announce the deadline dates for the nomination process. A suggested timetable is for Letters of Intent to be submitted by the end of October and for final nomination packages by the end of January. The process will involve two steps.

### **1. Letter of intent**

- Two or more nominators will prepare a signed letter of no more than one page indicating the intent to prepare a nomination. This letter should indicate the basis for the intended nomination. The nominator(s) will send this letter plus the proposed candidate's CV to the Provost.
- The Provost will appoint a subcommittee consisting of about five University Professors to review the letters of intent and then to select those for whom full nomination packages may be prepared. The Provost will chair this subcommittee and will be a voting member.
- The Provost will inform the nominators as to whether or not they should proceed with the full nomination.

### **2. Nomination**

- The nominators will prepare a full nomination package, consisting of a signed cover letter not to exceed two pages, the CV of the candidate, and, at their discretion, not more than five support letters.
- The Provost will appoint a committee of approximately three persons from among the University Professors to review each candidate. This committee may solicit additional input. It will prepare a short report on its findings and recommendations.
- The Provost will call a meeting of the University Professors to review the nomination packages and committee findings and recommendations and then vote on the candidates. The Provost will appoint one of the University Professors to chair this

meeting. The Chair of the election meeting will forward the proposed set of elected candidates to the Provost along with a record of the number voting for, abstaining and voting against each candidate.

- The President and the Provost along with the Board of Trustees will determine who among these candidates will be promoted to University Professor.