MISSISSIPPI STATE UNIVERSITY

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO:	All Holders of Mississippi State University Academic Operating Policy and Procedure Manual
DATE:	September 1992
SUBJECT:	AOP 13.02 - Selection of William L. Giles Distinguished Professors

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to define the policy on the selection of William L. Giles Distinguished Professors.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE

One of the highest honors the University can bestow upon a faculty member is that of Distinguished Professor. It is not a faculty rank but an honorary distinction. This recognition is based on distinguished scholarship as evidenced by a record of outstanding research, teaching, and service and is conferred only on a faculty member at Mississippi State University who has attained national or international status. This distinction is designed to recognize a continuing commitment to establishing career recognition and faculty excellence at Mississippi State University. In that context, a minimum of five years of service at MSU at the rank of Professor with tenure is necessary for consideration.

It is expected that the successful candidate will have an exemplary record in all three areas of the university's mission: teaching, research, and service. The criteria for selection, which are available in the Office of Academic Affairs, will be rigorously applied. They include a distinguished record as a scholar, demonstrated research achievements, and national or international prominence as verified by external reviewers from the candidate's specific field. Outstanding performance in teaching and service, and motivating colleagues and students toward their best professional career goals and objectives are also to be considered in the appraisal of a

nominee. Appropriate documentation must be provided to support the case for excellence in all three of the areas of research, teaching, and service, as well as in the area of motivating others. No administrator at the level of dean or above is eligible for consideration as a Giles Distinguished Professor.

Nomination of a professor for designation as a "William L. Giles Distinguished Professor" will originate with the department or the college/school in which the nominee holds the rank of professor. If the nomination originates with the department, it must be forwarded to the dean for review. The nomination, along with appropriate documentation, will then be forwarded to the Provost for review and further consideration. A University Distinguished Professors Review Committee, all of which shall hold the rank of professor, will play a major advisory role to the Provost in considering the nominations for Distinguished Professors. It will consist of seven members: Vice President for Research and Economic Development (Chair), two current Distinguished Professors designated by the Provost, two members designated by the President, and the President and Vice President of the Faculty Senate or designees. The committee members designated by the President will serve staggered two-year terms. The two Distinguished Professors will be appointed on an *ad-hoc* basis in order to avoid any potential conflict of interest with faculty applicants and they should not hold an administrative appointment.

The committee will consider all nominations and advise the Provost accordingly. The Provost will, in turn, make recommendations to the President. Final approval and announcement of Distinguished Professors will be made by the President. The Chair of the University Distinguished Professors Review Committee will write a letter to each nominator informing them of the overall recommendation of the Review Committee for that nominee.

The total number of Distinguished Professors will constitute a relatively small percent of the faculty. No stipulation is made concerning the number of Distinguished Professors that may be named in any one year. There may be years in which no Distinguished Professors will be designated.

The appointment of Distinguished Professors will occur during the Spring Semester of each academic year. A call for nominations will be issued by the Office of Academic Affairs in September of each year. The deadline for submission of nominations to the Provost is January 31.

RESPONSIBILITIES:

Position	Section	Year
Associate Provost for Academic Affairs	Review	2016

APPROVED BY:

/s/ Peter L. Ryan	5/18/12
Associate Provost for Academic Affairs	Date
/s/ Jerome A. Gilbert	5/21/12
Provost and Executive Vice President	Date
/s/ Meghan Millea	5/25/12
President, Robert Holland Faculty Senate	Date

REVIEWED BY:

/s/ Lesia Bryant	6/18/12
Office of Internal Audit	Date
/s/ Joan L. Lucas	7/24/12
General Counsel	Date

APPROVED:

/s/ Mark Keenum	7/31/12
President	Date