The Chancellor’s Professorship title is established for senior faculty with highly meritorious performance in all areas of faculty work: teaching, research or creative activity, and service. Recognition of faculty with significant scholarship in teaching and research, with significant previous service and accomplishment on behalf of the campus, is a priority as we recognize distinguished advancement of campus priorities through their scholarship. This title bestows on an individual faculty member, already with full rank, that the breadth and depth of those contributions are vital to the overall success of campus goals and advancement. In addition, individuals with this title will enjoy a consultative relationship with the Chancellor and senior leadership.

Each year during the fall semester, ONE faculty member may be awarded an additional campus title, Chancellor’s Professor. The recipient will receive a $6,000 permanent 10-month base increase over and above merit increases for the initial year effective January 1 following the award. Recipients will retain the title throughout their appointment at IU Northwest. As Chancellor’s Professors, faculty members will be expected to maintain their high level of performance in their regularly assigned duties. In addition, they will enjoy a special consultative relationship with the Chancellor and will serve upon request as mentors for colleagues, as well as resources for general campus advice, faculty development, student learning, and professional research and service.

ELIGIBILITY: Candidates must have been at IU Northwest for at least ten years and must be full-professorial rank, with at least four years at that full rank at IU Northwest at the time of nomination. Those holding a significant administrative position, e.g. vice chancellor or dean, are not eligible. Associate and assistant deans or vice chancellors, directors, and department chairs are eligible for consideration of this recognition. Faculty with existing titled or distinguished professorships are ineligible for nomination.

CRITERIA: Candidates must have achieved a career-long record of high-level accomplishment in all three areas of faculty work (teaching, research/creative works, and service through professional organizations or civic engagement), together with a demonstrated commitment to the mission of the campus. Faculty with distinguished records reflecting interdisciplinary accomplishments or work integrating traditional areas are encouraged as well. There should be clear evidence of the candidate’s strengths that demonstrates a consistently excellent performance of benefit to the University over time. Chancellor’s Professors are faculty who contribute in concrete, demonstrable ways to the development of IU Northwest as an academic community of exceptional quality and integrity, as well as to their disciplines through the creation and application of knowledge. Through their scholarship, leadership, and service to their department, school or college, and campus, successful nominees will have demonstrated a record of contributions to our mission and embrace the vision of IU Northwest.

NOMINATION PROCESS: Candidates must be nominated by others who hold the rank of professor, most preferably by the dean of their unit. Completed nominations and supporting documents will be accepted until Friday, November 1, 2013 with an expectation that the title will be effective with the following spring semester.
The electronic nomination process for this award is as follows:

- Completion of the on-line nomination form - [http://tinyurl.com/c654l72](http://tinyurl.com/c654l72). Please do so sooner rather than later so that the appropriate preparation can be made for submission of materials.

- The completion of the form will generate the nominator’s addition to the OnCourse site for the submission of documents. The nominator will be notified of their addition to the site and the creation of a folder in the Drop Box section of the site for uploading of necessary documentation.

- The following documentation will be uploaded by the nominator:
  - A nomination letter that highlights those elements of the candidate’s record that speak to faculty life as well as reflect an understanding of how, as a Chancellor’s Professor, the candidate will be able to contribute in additional ways to the campus. Letters should be no more than five single-spaced pages and may not be prepared by the nominee;
  - Letter of endorsement from the dean of their unit (unless nominated by the Dean);
  - No more than two letters of support from IU colleagues from any campus. Letters should address the area of faculty work with which the author is most familiar;
  - No more than two letters of support from external colleagues who are familiar with the candidate’s career and disciplinary accomplishments. Letters should address the area of faculty work with which the author is most familiar. Persons closely affiliated with the candidate (such as research collaborators, co-authors, close personal relationships) should not be an external referee;
  - A brief paragraph describing the qualifications of each external letter writer submitting a recommendation; and
  - Curriculum Vitae, including all service, teaching, and research activity useful for candidate consideration.

In summary, during the on-line nomination process nominators will be asked to do the following:

- Answer questions regarding the candidate’s eligibility status
  *Rank and Years of Service as of August 1, 2013 and years holding Professor title at IUN*

- Enter the candidate’s information
  *First and Last Name, School, Department, Campus Address, E-mail Address, and Phone Number*

- Upload a minimum of five (5), but no more than nine (9), electronic files (preferably pdf)

### Required files:
- Nomination letter
- Letter of endorsement from the Dean (unless dean-nominated)
- Candidate’s Curriculum Vita
- One (1) IU NORTHWEST Support/Recommendation Letter
- One (1) External Support/Recommendation Letter
- One (1) Qualifications Paragraph for External Recommender

### Optional files:
- One additional IU NORTHWEST Support/Recommendation Letters
- One additional External Support/Recommendation Letters
- One additional Qualifications Paragraph for second External Recommender

### Naming Nomenclature for uploaded pdf files:*
Replace angle-bracketed italic identifiers with correct information.

- Nomination letter: `<Candidate lastname>_nominator_<Nominator lastname>_year`
  
  Example file name: Smith_nominator_Jones_2013.pdf means faculty candidate is "Smith" and the nominator is "Jones". The `year` would be a nomination in Fall, 2013.

- Dean letter: `<Candidate lastname>_dean_<Dean lastname>_year`
- CV: `<Candidate lastname>_CV_year`
- Recommendation letters: `<Candidate lastname>_rec_<Recommender lastname>_year`
- External Recommender(s) Qualifications paragraph(s): `<Candidate lastname>_qualif_year`
SUGGESTIONS FOR AUTHORS OF LETTERS: Authors of letters should consider the following:

- Does the candidate have a solid foundation in all three areas of faculty life? Does the scope of the candidate’s work or influence in the three areas reach beyond the department or school to the campus, discipline, or higher education?
- On campus, does the candidate exhibit leadership in the areas of teaching, research, **AND** service?
- Does the candidate have a presence outside of his/her unit and impact on other units’ work? Is he/she considered by the campus community to be an exemplary “university citizen?”
- Does the candidate’s service work cross unit boundaries for the improvement of teaching, learning, or research on campus?
- Over time, has the candidate shown growth in his/her faculty life and contributions to campus life?
- Does the candidate’s service speak to a broad-based commitment to IU Northwest and its mission?

LONGEVITY OF NOMINATION: Candidates automatically will be considered for three years after their initial nomination. These candidates will be given an opportunity to update their nomination folder each successive year, particularly their support letters and nominator’s statement. After the third year, the candidate will not be eligible for one year, but can be re-nominated after the one year. *De novo* nomination materials are required at that time.

SELECTION COMMITTEE: The committee will be comprised of a combination of current Chancellor’s Professors, a member named by the Faculty Organization Executive Committee, the Executive Vice Chancellor for Academic Affairs, and one or two at-large designee(s) named by the Chancellor (that might include existing titled/distinguished professors). At the beginning of the process, the Chancellor may elect to appoint additional members to achieve an optimal operational size. The committee will recommend nominees, with supporting narrative statements, to the Chancellor, and the final selection is that of the Chancellor.