

NORTHEASTERN UNIVERSITY
MATTHEWS DISTINGUISHED UNIVERSITY PROFESSORSHIP
GUIDELINES - 2008

A. Terms of the Award

Members of the Northeastern University faculty who receive the Matthews Distinguished University Professorship award will hold the title for life. Normally, one award will be made every year, so each year there will be a maximum of two appointees holding overlapping terms.

During the initial two-year period, a maximum of \$10,000 per year may be made available from the Office of the Provost to cover expenses associated with the candidate's proposal.

B. Eligibility

1. Full-time faculty status at Northeastern University.
2. Full professor in full professor rank at Northeastern University for a minimum of five (5) years at the time of nomination.

C. Nominations

A letter of nomination, briefly identifying the rationale for the nomination, is to be submitted to Provost Abdelal by **Friday, December 14, 2007**. Deans and department chairs are encouraged to consider nominating their most outstanding research faculty for this award.

D. Applications

The Provost's Office will notify each candidate of their nomination and request that the nominee submit a dossier and proposal for the professorship, as well as the names of six external referees, according to the schedules below.

• **External Reviews**

The names and addresses of six individuals who can be asked to provide letters of support must be submitted by the candidate to John Hart of the Provost's Office by **Thursday, January 3, 2008**. These individuals should be from outside the University in fields related to that of the candidate. The list should include the qualifications of the reviewers and a statement regarding their prior association with the candidate. The Provost's Office will request the names of another six potential reviewers from the dean of the candidate's college. The Provost's Office will assume responsibility for soliciting letters from at least four reviewers, ideally two from each list. The reviewers will be asked to assess the impact of the candidate's scholarly accomplishment and the extent of his/her national recognition.

• **Dossier and Proposal**

Selection for a Matthews Distinguished University Professorship will be based on the dossier (presented as supporting evidence of outstanding achievement), the external reviews, and the proposal. It is the candidate's responsibility to ensure that the dossier and the proposal are completed and submitted on or before **Monday, January 14, 2008**.

1. The dossier shall consist of at least the following:
 - a. *Curriculum vitae*, complete and current.
 - b. Evidence of the candidate's commitment to education and effectiveness in teaching (reviews, student evaluations), and a statement of the candidate's teaching philosophy.
 - c. At least one copy of three of the candidate's most significant publications or other pertinent materials to document the candidate's accomplishments.

2. The proposal shall describe in no more than ten pages a two-year program through which the newly appointed Matthews Distinguished University Professor will work to enhance the academic reputation of the University and further his/her own academic program. A budget request and justification for the use of the Matthews award funds for the two-year period must be included.
3. Candidates should state whether they have been nominated previously for a Matthews Professorship and, if so, when.

Note: Because the review committee consists of faculty from across the campus, it is very likely that there will not be anyone from the candidate's discipline on the committee. Candidates should keep this in mind when preparing their materials and providing appropriate explanations of their work.

E. Criteria for Selection

1. Criteria for selection shall include: the distinguished nature of the candidate's career, accomplishments and academic reputation, the quality of the proposal, and evidence of the candidate's excellence in teaching and in scholarship.
2. If the Committee feels there is no sufficiently qualified candidate, then no candidate will be selected in that year.

F. Selection Committee and Timetable

The selection committee shall consist of seven full professors -- two Matthews Distinguished University Professors selected by the Matthews Distinguished University Professors, one professor selected by the Graduate Council, two professors selected by the Faculty Senate Research Policy Oversight Committee, and two professors selected by the Provost. The Vice Provost for Research shall convene the committee, which will elect its own chair. The committee shall meet to review the dossiers and proposals of candidates who meet the eligibility qualifications described above, and will select one Matthews Distinguished University Professor candidate to be recommended to the President on or about **Monday, April 7, 2008**.

G. Distinguished Professor Obligations:

1. The appointee will be in residence at Northeastern University during the period of the appointment.
2. The appointee will be expected to continue scholarly activity in his/her area of expertise.
3. The appointee will also be expected to actively seek, and be available for, presentations to other University constituencies (alumni, trustees, etc.), to outside professional groups, and to the general community.
4. At the conclusion of the two years, the appointee will provide the Vice Provost for Research with a report and will be available to make a presentation to the University community in the form of a lecture, reviewing the work completed during the appointment.
5. The appointee will report to the Vice Provost for Research, who will assist in scheduling activities to maximize the effectiveness of the appointment.

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