

TO: HHS Unit Heads

FROM: Marion K. Underwood, Dean, College of Health and Human Sciences (HHS)

CC: Thomas Berndt, Senior Associate Dean, HHS

DATE: March 8, 2022

RE: HHS Procedures for Nominations for University Faculty Scholars

As stated in Purdue University Policy [VI.C.1](#), a University Faculty Scholar is “A title that recognizes outstanding faculty members at the West Lafayette campus who are on an accelerated path for academic distinction. Eligible faculty must hold the rank of tenured associate or full professor and have been in that rank for no more than five years at the time of designation.” Additional information about the University Faculty Scholars program may be found in the University Scholars section of the [Office of the Provost website](#), which clarifies that this designation is for “outstanding mid-career faculty” and that “Faculty who hold a distinguished or named professorship cannot simultaneously hold a University Faculty Scholar or Showalter Faculty Scholar designation.”

The Purdue University document [Procedures for Awarding Distinguished and Named Professorships and Faculty Scholars](#) further notes

1. Each college/school on the West Lafayette campus establishes procedures for nominating and approving University Faculty Scholars. Such processes must include consideration of significant faculty input.
2. Recommendations are sent to the Provost for approval.

In HHS, nominations for University Faculty Scholars will be invited and reviewed via the following process. Each fall, the Dean will consult with the Director of Financial Affairs to determine how many University Faculty Scholar positions will be available in HHS by July 1 of the following year. If any positions will be available, the Dean will in early December invite each Unit Head to submit a single confidential nomination by February 1. With the invitation Heads will receive a list of eligible faculty along with data on each person’s research publications and extramural funding. Nominations should include the nominee’s curriculum vitae and a memo of no more than 1-2 pages in length, providing the justification for the candidate’s nomination, suitable for serving as the nomination of the candidate to the Provost Office. The confidential nomination should be drafted by the Unit Head or by another Full Professor; candidates should not be informed of the nomination nor should they be asked to draft their own nominations. No later than three weeks prior to the Spring Area Committee meeting, nominations will be circulated to all members of the Area Committee, who will rank order the proposals in order of merit and have the option of submitting brief comments to the Dean’s office no later than one week prior to the Spring Area Committee meeting. Prior to the Spring Area Committee meeting, average rankings and compiled comments will be shared with the Area Committee. A portion of the spring Area Committee meeting will be devoted to discussion of the nominations, so that the Area Committee can provide guidance to the Dean as to which candidates should be nominated to the Provost Office for consideration. The Dean will make the final determination as to which nominations are forwarded to the Provost Office. The Provost Office is responsible for the final approval of an appointment as a University Faculty Scholar, with the appointment to begin on July 1 or by September 1, in the case of newly promoted candidates.

Although this memo describes the typical process for the appointment of University Faculty Scholars, the Dean may use different processes when these appointments are made as part of faculty recruitment and retention efforts.