

33.99.99.E0.02 Appointments to TEES Research Professorship and Fellow Titles

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Standard Administrative Procedure Statement

The following guidelines apply to the appointment, evaluation and reappointment of individuals to the Texas A&M Engineering Experiment Station (TEES) research professorship and fellow title categories of: TEES distinguished research professorship, TEES research professorship, and TEES industry fellow. The term “faculty” refers to Texas A&M University faculty members.

Reason for Standard Administrative Procedure

This Standard Administrative Procedures (SAP) provides procedures to be used when identifying candidates, granting initial appointments, and performing renewals for the TEES research professorship and fellow titles.

Procedures and Responsibilities

1. DEFINITIONS AND SELECTION CRITERIA

The following general definitions and selection criteria will apply to the three title categories defined in this SAP.

- 1.1 TEES Distinguished Research Professorship – The holder of a distinguished research professorship should be considered as receiving one of the highest honors that can be bestowed on a research faculty member affiliated with TEES. The expectations of unequivocal excellence in research performance, as well as national and international recognition of that performance, are inherent guidelines for appointment to a distinguished research professorship. The appointment to a distinguished research professorship may recognize a faculty member currently affiliated with TEES, or it may be associated with recruitment of a new faculty member who will be affiliated with TEES.
- 1.2 TEES Research Professorship – The holder of a research professorship should be considered as receiving a high honor, as well as recognition of consistently outstanding performance in research. The expectation of a distinguished record of research performance must be met. The appointment to a research professorship may recognize a faculty member currently affiliated with TEES, or it may be associated with recruitment of a new faculty member who will be affiliated with TEES.
- 1.3 TEES Industry Fellow – The holder of an industry fellow should be considered as receiving a high honor, as well as recognition of outstanding performance in research. This individual may or may not have a special skill

set developed while working outside of academia that will support the mission of TEES through strengthening and expanding the state's workforce through development of technologies transferable to industry. The appointment to an industry fellow may recognize a faculty member with substantial industry or government agency experience currently affiliated with TEES; an individual with substantial or specialized industry or government agency experience employed by TEES on a contract basis; or it may be associated with recruitment of a new faculty member with substantial industry or government agency experience who will be affiliated with TEES.

2. APPOINTMENTS TO TEES RESEARCH PROFESSORSHIP TITLES

- 2.1 The request for an initial appointment to a TEES research professorship or fellow title must be sponsored by a TEES disciplinary division or center. Terms for titles in this category shall be: five (5) years for distinguished research professorships; three (3) years for research professorships; and three (3) years for industry fellows. The initial request will be submitted by a TEES disciplinary division head or center director in which the position is located or sponsored and must include the credentials of the candidate (a vita); a recommendation letter from the appropriate peer review committee; a letter of recommendation from the division head or center director justifying the request for the title; and the completed *TEES Approval of Offer/Renewal for a Research Professorship/Fellow Position* form. The division or center sponsoring the request must provide a funding commitment for the duration of the appointment. All requests should be submitted to the engineering manager of faculty services.
- 2.2 Regarding determination of the appropriate peer review committee, it may be composed in two different ways. For division appointments, the division head will determine an appropriate committee for the review at or above the rank being considered (endowed professors and chairs may be considered). For TEES center appointments, an *ad-hoc committee* will be appointed by the associate agency director for strategic initiatives and centers, in consultation with the head of the academic department most closely associated with the candidate's disciplines and/or core expertise. The committee will consist of three tenured faculty at or above the rank being considered, two TEES center or institute directors, the director of the hiring TEES center or institute, and will be chaired by the TEES director of center operations. The hiring director and the chairman will be non-voting members. In either case, the committee will meet to review the candidate's qualifications and credentials against the requirements of the position, and provide a written report as required for the approval of offer packet.
- 2.3 New appointments and renewal requests will be reviewed by a program level committee of peers at or above the rank being considered for approval. The associate agency director for academic affairs is responsible for the makeup of this committee. Final approval, and notification of approval, for all appointments and/or renewals will be made by the director of TEES. No form

of offer or confirmation of renewal should be conveyed by the division or center.

2.4 The director of TEES may also initiate research professorship or fellow appointments for purposes of recruitment, retention, and/or recognition. The titles of distinguished research professorship; research professorship; and industry fellow will be used by the director to identify such individuals, who may or may not have a faculty title already in place. Subsequent renewals require review by a program level committee of peers at or above the rank being considered (section 3).

2.5 These appointments provide access to an annual discretionary fund. For distinguished research professors, the annual amount will not exceed \$50,000, or be less than \$25,000; and for research professorships and industry fellows, the annual amount will not exceed \$25,000, or be less than \$10,000. If indicated by the sponsor and approved by the director of TEES, a partial amount of that sum may be used as a salary stipend. Division or center sponsored nominations are expected to be fully supported for the duration of the appointment by the unit making the request. The renewal process is explained in sections 3.1 and 3.2.

3. RENEWAL OF TEES RESEARCH PROFESSORSHIP/FELLOW APPOINTMENTS
All requests should be submitted to the engineering manager of faculty services accompanied by a *TEES Approval of Offer/Renewal for a Research Professorship/Fellow Position* form.

3.1 TEES distinguished research professorship appointments will be reviewed every five years. A summary report covering activities over the term will be required from the holder. Division or center appointments must also include a recommendation and future funding commitment by the appropriate director. The program level committee is responsible for review and recommendation to the director for approval or denial of reappointments.

3.2 TEES research professorship and industry fellow appointments will be reviewed every three years. A summary report covering activities over the term will be required from the holder. Division or center appointments must also include a recommendation and future funding commitment by the appropriate director. The program level committee is responsible for review and recommendation to the director for approval or denial of reappointments.

Related Statutes, Policies, or Requirements

[TEES Approval of Offer/Renewal for a Research Professor/Professorship/Fellow Position form](#)

Contact Office

Deputy Director
(979) 845-6946