

Office of the Associate Provost for Academic and Multicultural Affairs



Presidential Professors Program

Nomination Form and Guidelines 1997 - 1998

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Office of the Associate Provost for Academic and Multicultural Affairs Presidential Professors Program

Purpose of Program

The primary purpose of the Presidential Professors Program is to enhance the intellectual diversity of the University of Michigan community by providing an opportunity for visits by distinguished individuals who have made extraordinary achievements in the arts, sciences, humanities, business, politics, and/ or international affairs. A Presidential Professor's visit should not only directly benefit students and faculty, but also contribute to the multicultural goals of the University. Residencies can be for a full semester or of a shorter duration of two to four weeks. The Presidential Professors Program is considered to be one of the most distinct honors the University can bestow upon visiting faculty.

Eligibility

Candidates for Presidential Professorships should have credentials of the caliber that would make them eligible for appointment as a full professor. Nominees from outside of academia should have a comparable record of achievement in their fields. Highest priority will be given to nominees who have not previously held visiting academic appointments at the University of Michigan. It is appropriate however, to nominate candidates who in the past have made an occasional public lecture or performance at the University. Such activities may even function as a preview and evaluation of the candidate's suitability for this prestigious award.

Compensation

For those selected as Presidential Professors, the Office of the Associate Provost for Academic and Multicultural Affairs will cover 100% of the salary and fringe benefits negotiated by the department with the candidate. In addition, up to \$500 will be provided to support other costs associated with the residency. The OAPAMA will initiate a transfer of funds to the department prior to the scheduled residency.

Expectations of Presidential Professor Residency

- Two or three public presentations, performances, or exhibits.
- Work with students in master classes, workshops, and/or seminars.
- Be prepared to accept invitations from faculty in a variety of interested departments to visit classes.
- For semester-long appointments, teach or co-teach a course or seminar.
- Maintain an office in the host department and be available for consultation with students and faculty.

Departmental Responsibilities for Residency

- Provide OAPAMA with exact dates of the visit and a schedule of all activities associated with it.
- Prepare a Regents' communication asking for their endorsement of the nominated candidate as a Presidential Professor. This communication should be forwarded through the Office of the Associate Provost for Academic and Multicultural Affairs at least one month prior to the Regents' meeting at which endorsement is required.
- Locate satisfactory accommodations and transportation for the duration of the residency, although expenses are the responsibility of the appointee.
- Arrange the correct visa status (J-1) for foreign nationals.
- Complete all University forms for appointment, tax withholding, citizenship status, and payment.
- Provide furnished office space in or near department.
- Schedule and coordinate the appointee's schedule prior to and during the residency.
- Prepare and distribute news release announcing appointment (appointee should be asked to provide photograph and appropriate background material).
- Create and manage all publicity for public events and news releases associated with the residency.
- Reserve and coordinate all facilities and equipment required for the residency.
- Prepare and submit a report to OAPAMA following conclusion of residency. This report should include a listing of all activities of the residency, as well as an evaluation of its impact on departmental and University goals.

Nomination Procedures

Nominations for the Presidential Professors Program may be made by any faculty member, with the full support of the hosting department or academic unit. Nominations must also be approved by and submitted through the nominator's department chair and school or college dean. Nominations should demonstrate broad support within the host school or college. Nominations that are jointly sponsored by more than one department are highly encouraged. Before making a nomination, departments should informally inquire of candidates as to their interest and availability.

A complete nomination for the Presidential Professors Program must include the following:

1. Nomination cover sheet (included with this document) with all appropriate signatures.
2. Letter of support from dean or director and additional letters of support as appropriate.
3. Budget Narrative (not to exceed two pages) which should include:
 - Explanation of relationships of costs to the proposed activities.
 - Basis for cost estimates.

Nomination Procedures - continued on next page

Nomination Procedures - continued

4. Proposal Narrative which should include:
 - A concise description of the nature, objectives, and expected outcomes of the proposed visit and how it will meet the goals of the Presidential Professors Program.
 - A complete itinerary of activities for the proposed visit. Please designate public showings, performances, and/or lectures, classes to be taught on campus, functions which are collaborative efforts with other University units, those with local schools, etc. Please also include the numbers of students, faculty, and others expected to participate in each activity.
5. Evidence of broad support for the candidate's nomination, including a statement of the department's intention to act as host.
6. Current vita or biography of candidate for Visiting Professor.

Please note: Incomplete nominations will not be reviewed.

Submission Deadlines

Selection of Presidential Professor Appointments is competitive and a maximum of two are awarded each academic year. Nominations for fall term appointments must be received by the previous January 31. Nominations for winter term appointments must be received by the previous May 30.

Applications should be submitted to:

***Office of the Associate Provost for Academic and Multicultural Affairs
3084 Fleming Administration Building 1340***

Acknowledgments

All letters of invitation, advertising for public lectures, and correspondence associated with a Presidential Professor's activities shall acknowledge that s/he is a Presidential Professor appointee and that support has been provided from the Office of the Associate Provost for Academic and Multicultural Affairs.

**Office of the Associate Provost for Academic and Multicultural Affairs
Presidential Professors Program**

**Nomination Cover Sheet
Page One**

Nominator Information

Nominator's Name _____ Date _____

Faculty Rank _____ Department(s) _____

Campus Mailing Address (include zip) _____

Campus Phone _____ Email Address _____

Presidential Professor Candidate Information

Name _____ Male ___ Female ___

U.S. Citizen? Yes ___ No ___ If no, Type of Visa _____ Citizenship _____

Ethnic/Racial Background African American ___ Asian/Pacific American ___

Native American ___ Latino/a (Hispanic) American ___

Other (please specify) _____

Dates of Proposed Visit _____
From _____ To _____

Current Institutional Affiliation _____

What evidence do you have that the candidate is interested in serving as a Presidential Professor?

Has the candidate visited the University of Michigan previously? Yes ___ No ___
If yes, in what capacity, for how long, and when?

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**Nomination Cover Sheet
Page Two**

Budget Information	
Amount Requested of OAPAMA for Candidate's Salary & Benefits (up to 100%)	\$ _____
Amount Requested of OAPAMA for the costs associated with visit (up to \$500)	\$ _____
Other Expected Contributions (Please specify source)	
_____	\$ _____
_____	\$ _____
Total Budget for Presidential Professor Visit	\$ _____

Required Signatures		
_____	_____	
Nominator	Date	
_____	_____	_____
Department or Unit Head Name Printed	Signature	Date
_____	_____	_____
Dean or Director Name Printed	Signature	Date

Please complete and attach the following:

- This two-page application cover sheet with all appropriate signatures and budget summary
- Letter of support from department or unit head; additional letters of support as appropriate
- Budget Justification Narrative
- Proposal Narrative , including proposed itinerary of activities
- Current curriculum vita or biography of nominee