

Title-of-Issue: Harmonize text in FHB regarding Eminent Scholar nominations

Description: The text in the section "Eminent Scholars" in the FHB disagrees with the relevant "Schedule" in the appendix. In particular, it is unclear who should conduct the "secret ballot of the tenured faculty" - the (chair of the) P&T committee (as indicated in the section "Eminent Scholars") or the Department chair (as indicated in the "Schedule"):

Eminent Scholars

- 1.
2. The chair, in cooperation with the applicant and tenured faculty in the relevant department or school, solicits names of suitable external reviewers. When the chair is a nominee for the designation, the department/school tenured faculty and the chair as the applicant, in cooperation with the chair of the college promotion and tenure committee or his/her designee, will select the external reviewers.
 - a. External reviewers are expected to be distinguished experts in the applicant's field or disciplines with national/international accomplishments and reputations. A minimum of five such letters shall be sought and submitted along with the review letters. Care should be taken to select reviewers who can form independent evaluations and judgments. Reviewers should meet the same criteria for eligibility as Eminent Scholar Committee members as specified in section A.2. Further, external review letters shall remain confidential.
 - b. The chair convenes the department/school committee composed of all department/school tenured faculty by October 1 and ensures that complete application packets are available for their review to be completed by November 15. In departments where fewer than three members are tenured, the dean, in consultation with the chair, will appoint enough additional tenured faculty members to form a committee of at least three.
 - c. If the department/school chair is a nominee, the convening of the department/school committee and the secret balloting will be conducted by the chair of the college promotion and tenure committee or his/her designee.
3. The department/school committee shall conduct a secret ballot on the nomination no later than November 15. The department/school review letter shall specifically address the following: evidence of the candidate's sustained focused scholarly publication record or stature in the creative arts that substantiates a national reputation as a scholar in the discipline, the substance of the external reviews, and the quality of the external reviewers.
 - a. The chair shall complete an independent evaluation and submit it, the department/school review letter and vote, and the credentials to the dean by December 1. When the department or school chair is the nominee, the evaluation shall be conducted by the chair of the college promotion and tenure committee or his/her designee.
 - b.

Schedule of Tenured Faculty For Eminent Scholar Designation

- 9/15* Nomination by any tenured department/school colleague in nominee's discipline submitted to department/school chair.
- 10/1* Department/school chair convenes department/school committee and ensures complete application packets are available for review.
- 11/1* Formation of Eminent Scholars Committee.
- 11/15* Department/school chair conducts secret ballot of all tenured members in department/school on the nomination.
- 12/1* Department/school chair completes independent evaluation and submits it, the department/school review letter and vote, and credentials to the dean.
- 1/15* Dean evaluates credentials and submits independent evaluations and faculty member's credentials and review letters to the University Eminent Scholars Committee via the Provost's Office. The materials must be submitted to the Provost's Office electronically.
- 2/1* Provost and vice president for academic affairs makes application packets available electronically to Eminent Scholars Committee.
- 3/1* Eminent Scholars Committee, by affirmative vote of at least five members, submits recommendations to the provost and vice president for academic affairs, who will make final designation.
- 4/15* Provost and vice president for academic affairs notifies faculty member of decision concerning designation as eminent scholar.

Rationale: The language in the "Schedule" is confusing, as in all other cases (Promotion and Tenure, Reappointment etc.) it is always the P&T committee that conducts its own review and vote. In fact, is there any reason why ES nominations cannot be handled through "Workflow"?

Name: Sebastian Kuhn
 Department: Physics
 Date: 11/14/2023
 Signature: Sebastian Kuhn