

Eminent Scholars

The Eminent Scholar designation has been established to recognize faculty members of unusual merit and service to the University. Only faculty members holding the rank of full professor at Old Dominion University for at least three years may be considered for this honor. Only when Eminent Scholar status is considered as a part of the initial appointment process may this requirement be waived. A select number of full professors may be designated as Eminent Scholars according to funding availability.

A. The Committee

1. The Eminent Scholars Committee shall comprise one Eminent Scholar from each college/school, selected by the College/School Promotion and Tenure Committee, plus one Eminent Scholar chosen by the Faculty Senate to reflect a range of disciplinary and experiential backgrounds. If a college/school has no Eminent Scholar or only one Eminent Scholar who is ineligible to serve due to a conflict of interest, then the Dean and full professors in that college/school can select a representative from among the full professors from their own college/school. The representative selected must have no known conflicts of interest that would impair or call into question their impartiality in evaluating the nominees. It is recommended that each representative serve on the committee for one three-year term. No Dean, Associate Dean, Assistant Dean, or Chair/Director shall participate in the deliberations of the Eminent Scholars Committee. The committee will select its own Chair, and deliberations shall remain confidential.
2. Before a representative participates in committee reviews, they must be evaluated by the Dean for actual or potential conflict of interest with any applicant based on the following:
 - Is a close relative (e.g., spouse, minor child, sibling, or parent) or partner;
 - Is a close professional associate or other colleague and/or has a financial interest in the outcome of the applicant's review;
 - Acts as an officer, director, member, owner, trustee, expert, advisor, consultant (with or without compensation), or employee of the applicant or other organization that would be affected by his/her decision;
 - Negotiating or having an arrangement for prospective employment with an applicant or other organization that would be affected by their decision; and
 - Conducting research or other professional activities with an applicant or has done so within three years of the review date.
3. The University Eminent Scholars committee will be convened by the Provost and Executive Vice President for Academic Affairs, or delegate, by November 1. At that time, the Provost and Executive Vice President for Academic Affairs will brief the committee about its responsibilities and duties. The committee will elect its own Chair and set its agenda. The Chair, in consultation with committee members, will establish guidelines to evaluate the candidates.

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AALT Review Complete
Ready for faculty senate review

We made one substantive change. The policy says that by affirmative vote of five members of the eminent scholar committee a candidate can be recommended to the appropriate EVP. However, now that we have more colleges five is not even a majority. I think it used to be 5 out of 6. We now have 11 colleges that would provide a rep to this committee, by my count.

We changed it to say that a simple majority of the members of the committee can forward a name.

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8. Nomination Process

1. Nominations may be made by any tenured faculty member in the nominee's discipline. Self-nominations are not permitted. The nomination must be a letter that highlights the applicant's qualification for the designation and submitted to the department/school Chair and Dean no later than September 15 of a given year.
2. The department/school Chair, in cooperation with the applicant and tenured faculty in the relevant department/school or full professors in the School of Medicine/School of Health Professions 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/School Promotion and Tenure Committee, select external reviewers.
 - a. External reviewers are expected to be distinguished experts in the applicant's field or discipline(s) with national/international accomplishments and reputations. At least five external reviewer 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 department/school Chair convenes the department/school Eminent Scholars Committee composed of all department/school tenured faculty or full professors in the School of Medicine/School of Health Professions by October 1 and ensures that complete application packets are available for review no later than November 1. The department/school Eminent Scholars Committee review must be completed by November 15. In departments/programs 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 chair/director is a nominee, the convening of the department/program Eminent Scholars Committee and the secret balloting will be conducted by the Chair of the College/School Promotion and Tenure Committee.
3. The department/school Eminent Scholars Committee shall conduct a secret ballot on the nomination no later than November 15 of any given year. A nominee is not permitted to vote on their own case. The department/school Eminent Scholars Committee 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, substantial success in obtaining external funding for research for disciplines in which such success is expected, the substance of the external reviews, and the quality of the external reviewers.
 - a. The department/school Chair shall complete an independent evaluation and submit it, along with the department/school Eminent Scholars Committee vote and review letter, and the applicant's credentials to the Dean by December 1. When the department/school Chair is the nominee, the evaluation shall be conducted by the Chair of the College/School Promotion and Tenure Committee.
 - b. The Dean of the college/school shall evaluate the credentials and submit an

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independent evaluation, and the faculty member's credentials and review letters to the committee via the Provost's Office by January 15.

- c. ~~The appropriate executive vice president~~ ensures all application packets are complete and shall make these available electronically to the University Eminent Scholars committee and notify the committee when these are available for their review by February 1. ~~The University Eminent Scholars Committee shall complete its review by March 1 and submit its recommendations to the appropriate executive vice president. The committee may, by an affirmative vote of a majority of its members, recommend designation to the Provost and Vice President for Academic Affairs.~~
- d. ~~The appropriate executive vice president~~ will make the final designation no later than April 15¹. If Eminent Scholars announce their retirement after the process has begun, these vacancies will remain unfilled until next year's cycle.

C. Criteria

Nominees shall have met the following criteria:

1. Service ~~as full professor~~ at Old Dominion University for ~~at least~~ three academic years. Only when Eminent Scholar status is considered as a part of the initial appointment process may this requirement be waived.
2. A scholarly publication record or stature in the creative arts which will have clearly established a national reputation as a scholar in the nominee's discipline. Scholarly publications are recognized as those that have received peer review or have been otherwise recognized and critiqued by authorities in the discipline. A ~~pattern of~~ consistent scholarly contributions, invited chapters, scholarly books, invited lectureships, prestigious academic honors, scientific discoveries, officer positions in the individual's discipline, editor of multi-authored books, organizer or coordinator of symposiums, and other similar examples would represent evidence that an individual is a contributing scholar of note to his/her discipline. It is expected that an individual meriting Eminent Scholar designation will have a long and consistent record of achievement in at least several of the above-noted categories. Moreover, the individual should be ~~easily~~ recognized by other eminent authorities in the discipline, with positive comments on ~~their~~ work. It is also important to note that new works in the discipline frequently cite the individual's contributions. ~~Their~~ scholarly contributions or artistic achievements should have served at some point, as a benchmark, reflecting the evolution of the discipline.
3. Substantial success in obtaining external funding for research - in those disciplines in which such success is expected; and positive evaluations by scholars external to the University who will have been solicited by the chair/director.
4. Only in exceptional cases can a candidate for a faculty position at the University be considered for Eminent Scholar status. Such candidates must be exceptional scholars in their disciplines, have held the rank of full professor for a minimum of three years, and receive endorsements and approval from the tenured department/school faculty, department/school Chair, Dean, and a majority of members of the University's Eminent Scholars Committee.

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¹ See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

Designation of persons as Eminent Scholars upon their initial appointment to the University can be made by the [appropriate executive vice president](#) after recommendation by the [University Eminent Scholars Committee](#), based upon the procedures and using the criteria specified above.

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D. Preparation of Application Packets

1. Candidates are responsible for providing sufficient materials to enable the department/school colleagues and Chair, the Dean, and the [University Eminent Scholars Committee](#) to decide whether they meet the criteria. In addition to an up-to-date curriculum vitae, a letter from the candidate should explain why he/she merits this honor and what is being provided to document the request for designation as an Eminent Scholar. Five external reviews by nationally recognized experts testifying to the national and international reputation of the body of the candidate's work should be solicited independently by the department/school/Chair. The candidate is encouraged to solicit additional letters of this kind. A curriculum vitae from each expert should be included. Candidates should provide copies of works (refereed articles, monographs, books, etc.) regarded as representative of their most important contributions over time. Citations, reviews, and information such as awards, invited lectures, and organized symposia or conferences should also be included as evidence of a broad recognition of the importance of the work. [Quality of publications - judged by eminent presses and journals, letters, etc. outweighs quantity in the judging process.](#) No updates may be added after the department/school review is submitted.

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Commented [A32R30]: There are very clear guidelines about who can and cannot serve as external reviewers including how they are selected -- some by committee, others by candidate, with dept chair ultimately making the decision. There is a lack of guidance here.

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2. Nomination materials should be organized into proper categories, e.g., books, book chapters, peer-reviewed journal articles, etc., and properly referenced in the applicant's supporting documents. National/international scholarly and/or creative works must be in a clearly identified and separate category on the curriculum vitae and other supporting materials. Each applicant's nomination materials will be stored on a [secure site and accessible 24/7 for review](#) by committee members.

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- Approved by the President
December 12, 2003
Revised May 28, 2009
Revised December 17, 2010
Revised October 30, 2015
Revised December 14, 2022
Revised May 14, 2024

Page 60: [1] Commented [A6R5]

Author

Full professors in these schools are unlikely to be tenured.

Page 60: [2] Commented [A7]

Author

Keeping the designee option isn't a bad idea. What happens if the College P&T Chair has a conflict of interest?

Page 60: [3] Commented [A8R7]

Author

In general we want the college P&T chair to handle this and not pawn it off to another member of the committee. COI can be dealt with in a sensible way as with other processes. This is just to select reviewers.

Page 60: [4] Commented [A9]

Author

What happens if 5 such letters are not acquired/ submitted? Does the process end before going to the dept. since the packet is incomplete?

Page 60: [5] Commented [A10R9]

Author

I think so. I'm not sure I have encountered that. Again, even if the case is submitted up the chain it would be a weaker case if there are only 4 letters.

Page 60: [6] Commented [A11]

Author

How the names of external reviewers are solicited is unclear. And the schedule was never clear - it sounds like you have to get the five reviews in one month. This is a nightmare for department chairs.

Page 60: [7] Commented [A12R11]

Author

We acknowledge the tight timeline but at this point we do not want change it.

Page 60: [8] Commented [A13]

Author

If a department member self-nominates or is nominated by a department peer, does it need to be specified that they cannot vote on their own case? While common sense, it's not specifically excluded at present.

Page 60: [9] Commented [A14R13]

Author

Good question. I think the candidate cannot vote on their own case, but the nominator can certainly vote.

Page 60: [10] Commented [A17]

Author

Should this letter also include an evaluation of criteria 3 - external research funding?

Page 60: [11] Commented [A19]

Author

Would it be possible to say that this review stands in for the annual review that year for the tenured faculty member.

Page 60: [12] Commented [A20R19]

Author

Since this process starts in Sept and the review takes place in earnest starting November it is possible that a Chair may want to use the same letter, or parts of it, in the annual review. But the process can also end in the department. In practice the faculty member will still need to submit materials to workflow for the annual eval by Feb.1 to cover the previous calendar year.. We decided not to try to implement this suggestion.