

## REGENTS CHECKLIST/CONTENTS

FACULTY NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

Please organize your electronic application using Interfolio for Regent Professor Award using the following sections in the order listed below. Upon notification Faculty Affairs will create and send the case. The Checklist/Contents Page is the guide of how your electronic package will be organized within Interfolio which will provide the workflow. The packets must be complete per guidance provided below. Incomplete packets will not move forward.

**Nomination: “Regents Professor”** recognizes excellence in the faculty member’s field of study and outstanding contributions in teaching, scholarship and service

- **REGENTS:** Nominations for the designation of Regents Professor shall be made by the Department Chair to the appropriate school/college promotion and tenure committee.
  - ✓ A candidate’s nomination should be based upon the following: An individual must be (1) a full-time, tenured professor; (2) have a distinguished record of teaching, research, and service to UNTHSC and to the profession, and a high level of national and international recognition; and (3) demonstrate evidence of the potential for continued distinguished performance. \* **Only the Board of Regents may award the designation of Regents Professor.**

**Curriculum Vitae**

- Please be sure the following items are included:
  - ✓ Inclusive dates and dollar amount on all grants, contracts, awards, including those that are “pending”
  - ✓ Complete and accurate citations of all publications (i.e., list journal title, volume number, inclusive pages, and date); also, be sure to differentiate abstracts, manuscripts, book chapters, reports, and presentations.

**Internal Review Letters** *(these letters will be added by the Department Chair)*

- Four (4) letters of support from **full professors** at the UNTHSC must be submitted, or be submitted on their behalf.

**External Review Letters** *(these letters will be added by the Department Chair)*

- Two (2) letters from scholars outside UNTHSC attesting to their national and international reputation. In addition, the Dean may also request an outside review.

**Institutional Letters** *(this section will be managed within Interfolio and the letters will be attached by each review group before forwarding to the next group).*

- Department Chair (nomination letter)
- School P&T Committee
- Dean
- Provost
- President

**Reference:** UNTHSC Policy 6.104 Faculty Appointment, Reappointment and Probationary Period