

**Administrative Guidelines for Implementing Wisconsin State Statute:
36.14 Wisconsin distinguished professorships.**

- (1) The board may establish distinguished professorships under this section.
- (2) The board may pay under this section the salary and fringe benefit costs of the professor holding the distinguished professorship and of any graduate assistant assigned to the professor, and the equipment, supplies and travel costs of the professor and the graduate assistant assigned to the professor.
- (3) The board may pay the costs specified under sub. (2) only from the appropriations under s.20.285 (1)(a)(am) and (jm). The board may pay any of the costs specified under sub.(2) from the appropriation under s.20.285 (1)(jm). The board may pay from the appropriation under s.20.285 (1)(am) only the salary and fringe benefit costs of the professor but may not pay more than 50% of those costs from that appropriation. Annually the board shall report to the department of administration all expenditures from the appropriation under s.20.285 (1)(a) made for the purposes of this section.
- (4) The board shall ensure that at least 3 of the professors awarded distinguished professorships under this section after August 9, 1989, are not employed by the board when they are awarded the professorships.

History: 1987 a.27; 1989 a.31.

June 1993
November 2003
December 2007

WISCONSIN DISTINGUISHED PROFESSOR
Guidelines and Review Process
December, 2007

The Wisconsin Distinguished Professors program was begun in 1987. The current level of state funding provides for nineteen positions, no more than half of which may be at any one campus.

The Wisconsin Distinguished Professorship program is designed to recognize and support professorships in areas of vital or emerging economic significance to the State of Wisconsin. A Wisconsin Distinguished Professor is an individual whose scholarship and service can demonstrate potential impact upon Wisconsin's economy and who would be judged as outstanding by peers and the public alike.

The authorizing legislation provided \$25,000 per year to be used for salary and fringe benefits for the Distinguished Professor. Since the initial authorization, this amount has been adjusted annually to reflect pay plan increments. (Check with Academic and Student Services (ACSS) each year for information on the adjusted figure.)

The state contribution must be matched with new private money for each of five years, the length of the professorship. The private match, to be used for research support, must be more than a simple statement from the campus foundation; a clear statement of the source and nature of the commitment is necessary. Matching funds from private sources must be assured before the Professorship is granted and may be combined with institutional funds to support the remainder of the salary and benefits costs and associated costs of research.

I. GUIDELINES FOR NOMINATION AND REVIEW

- A) Each institution may submit nominations to the Associate Vice President of the University of Wisconsin System Office of Academic and Student Services (ACSS) for review at any time. ACSS is keenly aware of the complexity of negotiations that could become part of such a process and will endeavor to work with each institution seeking such an award in an efficient and timely manner.
- B) Candidates will be reviewed by a panel of distinguished experts outside the UW System with backgrounds in research, education and industry. The reviewers look for a distinguished academic record, a history of links with industry, evidence of teaching ability and a specialty that can demonstrate potential benefit for the economy of Wisconsin. The criteria for what constitutes a distinguished academic record are driven by institutional research expectations which include recent (within the past five years) publications in refereed scholarly journals, publication of book reviews in refereed journals, and oral presentations at meetings of professional associations and societies as appropriate to the nominee's campus. Other examples of elements of a distinguished academic record include scholarly collaborations with other institutions; regional, state, or national scientific awards; awards or other measures of success of collaborating with undergraduate students; receipt of grants; and patents. The Wisconsin Distinguished Professors program provides a unique opportunity to enhance the recruitment process for those programs that are seeking to recruit a highly qualified person who can benefit the economy of Wisconsin.
- C) Academic and Student Services (ACSS) encourages the institution to submit a vita for preliminary review. If positive, the campus will be given an authorization to utilize the possible award as part of the negotiation process. This approval **does not guarantee** that the person will be awarded a professorship, but allows the institution to use the availability of such a distinction in negotiations. When negotiations have reached a stage appropriate for development of the complete portfolio, the nomination must be reviewed by the panel as described in the preceding paragraph. Only then will the candidate be submitted for approval by the UW System President.

II. DEVELOPING A CANDIDATE'S PORTFOLIO FOR NOMINATION

- A) In developing a portfolio for a candidate the nominator should keep in mind the basic qualifications of Wisconsin Distinguished Professors. They are individuals who are nationally recognized experts or have demonstrated clear potential to achieve national recognition in their area of specialization. They have exhibited the ability to be outstanding teachers and communicators in the academic setting as well as in the community. The work of these individuals must also contribute to the development of the Wisconsin economy as it is this component that has been the motivation and impetus for this program. However, the economic impact need not be interpreted narrowly. The case for economic benefit might be made for areas as diverse as the health professions, recreation and tourism, and the fine arts, if an appropriate individual and outside funding can be found.
- B) Guidelines for the portfolio
1. A candidate must have established a distinguished record in his/her area or discipline. Submit a complete curriculum vita that has been verified at the campus level.
 2. Each nominee must be eligible to hold a senior academic position at the institution, with experience and areas of specialization appropriate for the specific mission of the institution.
 3. Each nominee must have the endorsement of the department chair and academic dean of the proposed position, as well as a strong letter of nomination and support from the Provost of the institution.
 4. Each nomination should connect this nominee's work to the Wisconsin economy from both a current and future perspective.
 5. Each nomination must be accompanied by three letters of recommendation from scholars outside the UW System. These letters should be from knowledgeable people in the field of study, and they must document the quality, significance and impact of the individual's work in the context of the expectations of peers of the proposing institution. If possible, the letters should document the accomplishments and the level of recognition and regard the candidate has in relation to others in the field nationally. The importance of reference letters to the review committee can not be overstated.
 6. In addition, two letters from representatives of the business/industry community must be included to document how this appointment will enhance economic development. The letters need not be from Wisconsin companies, but the appointment must be related to Wisconsin business and industry
 7. The budget should follow the approved format as shown on page 6.
 8. Documents demonstrating specific external sources of funds are needed.
- C) Section 36.14(4) requires that at least three of the professors awarded distinguished professorships be external. Therefore institutions are urged to seek external candidates i.e., those who have not been employed within the UW System during the academic year proceeding the year of anticipated appointment. Preference may be given to external candidates in making appointments.
- D) The legislation that authorizes the Wisconsin Distinguished Professorship limits any one campus to a maximum of one-half of the total number of awards. The list of affiliations for the individuals currently holding the title is available from Academic and Student Services (ACSS).

III. PROCESS

- A) Six copies of all materials must be submitted to Associate Vice President, University of Wisconsin System, *Office of Academic and Student Services, 1640 Van Hise Hall, 1220 Linden Drive, Madison WI 53706.*
- B) A panel of three to five external reviewers will read all nominations. They will confer to share evaluations and make recommendations to the President regarding the candidates. Previous panels established high standards in the review process, as evidenced by the quality of our current Wisconsin Distinguished Professors. These standards assure that every appointment is indeed a Distinguished Professor.
- C) The legislature clearly intended each of these positions to be accompanied by new external support. The university's foundation's assurance of support does not meet the guidelines. To comply with both the letter and the spirit of the legislation, a one-page budget summary must be completed, along with a clear commitment of support from outside sources. Only the first year's commitments must be indicated in the initial submission, but successful candidates will be expected to supply such an outline for each of the additional four years, as well.

IV. ADMINISTRATION OF THE DISTINGUISHED PROFESSORSHIP

- A) The program requires that the amount expended from public funds (Fund 119) for salary and fringes be matched at a minimum **dollar for dollar** with private monies (Fund 182) to be spent for legitimate research expenses, including, but not limited to, professorial salaries and fringes. Fund 119 monies shall be used exclusively for professorial salaries and fringe benefits. These expenditures (from fund 119) may not exceed 50% of the total of such costs.
- B) Expenditures may be made from Fund 119, but they must be matched by private source deposits to fund 182 on a quarterly basis. Expenditures from fund 119 shall not be made until the appropriate reciprocal balance is on deposit in fund 182.
- C) Fund 182 expenditures may include, among other legitimate research expenses and professorial salary and fringe benefits, the cost of graduate assistants assigned to the professor and the costs of equipment, supplies and travel of the professor and graduate assistants. Any equipment purchased for the purposes of research by the Distinguished Professor remains the property of the System. The annual and final fiscal reports must indicate all such expenditures.
- D) All monies must be transferred into Fund 182 on a quarterly basis before the end of the quarter. At no time may Fund 182 begin a new quarter with a negative balance. If the monies in fund 182 are not spent in the year in which they are deposited, the institution may request permission from the Associate Vice President for Academic and Student Services for the final approval of both the Vice President for Academic Affairs and the Vice President for Budget and Finance to carry the funds forward.
- E) Gifts-in-kind may be used as part of the private match amount, subject to the following:
 - 1. They must be reported to the Board of Regents in accordance with System policy.
 - 2. They must be received no later than the same quarter that GPR funds are spent.

3. Since the Board does not assign a value to gifts-in-kind, the institution must determine fair market value--based on the amount the institution would have paid for the item, net of any educational discounts.
4. The gifts must have been received specifically to support the work of the Wisconsin Distinguished Professor.

V. GUIDELINES FOR RENEWAL APPLICATION

- A) The Wisconsin Distinguished Professors are appointed for a period of five years. Renewal is not automatic, and will be available for only the most effective professors. To apply for another five year appointment, a renewal portfolio must be submitted to Associate Vice President for Academic and Student Services at least six months prior to the termination of the Professorship. The renewal portfolio must include the following:
1. An updated curriculum vita that demonstrates continued high quality teaching and scholarly work, consistent with the expectations of the proposing institution, which have maintained or enhanced the national reputation of the Professor in the discipline.
 2. Documents demonstrating new or renewed external sources of funds for the next five year appointment.
 3. Two letters of recommendation from scholars outside the UW System. These letters should be from prominent people in the field of study, and they must document the quality, significance and continued impact of the individual's work in the context of the expectations of peers of the proposing institution. If possible, the letters should document the accomplishments and the level of recognition and regard the candidate has in relation to others in the field nationally.
 4. Four letters from representatives of the business/industry community in Wisconsin to document how this appointment has benefited economic development. The letters should indicate both what has been accomplished, and document new or additional possibilities which the reappointment of the Distinguished Professor could contribute to economic development in Wisconsin.
 5. The endorsement of the department chair and academic dean of the proposed position, as well as a letter of nomination and support from the vice chancellor of the institution.
 6. A new budget submitted in the approved format (page 6).
- B) The appointments are made to an individual, not a department or a university. At the termination of the appointment, or in the event of a resignation, the institution will be required to present the case for another individual on his or her own merit. At the end of each particular professorship, both the FTE position and the funds are returned to a systemwide pool for use by the UW System Administration to establish another Distinguished Professorship.

VI. REPORTING REQUIREMENTS

- A) If there is a change in status of any Wisconsin Distinguished Professor that would change the terms of the appointment, the Provost is responsible for informing the Associate Vice President for Academic and Student Services as soon as possible.
- B) Significant changes in the budgets of Wisconsin Distinguished Professors must be submitted to the Associate Vice President of Academic and Student Services for the final approval of both the Vice President for Academic Affairs and the Associate Vice President for Budget Planning and Analysis. "Significant" will be defined as a change of 10% or more in any line item. Changes should be submitted by completing a new budget form to reflect the new information.
- C) FINAL REPORT:
 - 1. At the conclusion of the five year appointment, or in the event of a resignation, a final program report must be submitted to the Associate Vice President for Academic and Student Services by the institution. The program report must include a summary of the fiscal expenditures, and an account of all efforts and accomplishments of the Distinguished Professorship, including the outreach efforts, the educational benefits, and all known effects on the economy of Wisconsin.
 - 2. The Distinguished Professor will also be asked to provide an individual final summary report detailing the work accomplished during the period of the appointment and an evaluation of the Wisconsin Distinguished Professors program.

Date Submitted: _____

**BUDGET
WISCONSIN DISTINGUISHED PROFESSOR**

NAME: _____
Fiscal Year _____

Expenses	Amounts	Totals
Base Salary	\$ _____	
Fringe Benefits @ ____% _____	\$ _____	\$ _____
Stipend, above base salary	\$ _____	
Fringe Benefits @ ____% _____	\$ _____	\$ _____
Research Assistants	\$ _____	
Capital Equipment	\$ _____	
Supplies and Expenses (including travel)	\$ _____	
	TOTAL EXPENSES	\$ _____

Source of Funds

101 Funds \$ _____
Distinguished Professorship \$ _____

Corporate Support (list donors by name and amounts)

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL FUNDS AVAILABLE \$ _____

Provost / Vice Chancellor,
UW-_____

Due: September 15th annually