

**Office of the  
Senior Vice Chancellor  
for Academic Affairs**

August 24, 2009

TO: UNL Deans, Chairs and Heads

FROM: James Van Etten, Interim Chair  
University Professorships Committee

Barbara Couture, Senior Vice Chancellor  
for Academic Affairs

John Owens, Vice President and  
Vice Chancellor, IANR

SUBJECT: Call for Nominations for George Holmes University Professorship

Due to a retirement, a Professorship has become available. The Committee on University Professorships solicits preliminary nominations for candidates for appointment as a George Holmes University Professor. The professorship is funded by an allocation from the University of Nebraska Foundation. Nominees to this professorship may include current holders of distinguished professorships. Please also note that if another University Professorship should become vacant during the remainder of this academic year, the Committee will use the same pool of nominees to make its recommendation.

**First Phase: Preliminary Nominations, Due: October 2, 2009. Please send electronically in .pdf format to [svcaaoffice@unlnotes.unl.edu](mailto:svcaaoffice@unlnotes.unl.edu)**

In order to make the selection process as efficient as possible, the first phase of the selection process will be this call for preliminary nominations, rather than full dossiers. A preliminary nomination can be made by anyone, but the nomination letter must have approval signatures of the dean of the individual's college and the department chair/head. This preliminary nomination must include an updated, abbreviated curriculum vitae (maximum 5 pages), and a nomination letter, no more than three pages long, outlining why the individual should be awarded the University Professorship. Please note that neither additional names of outside evaluators or letters of recommendation are to be submitted in this phase. The Committee will review the preliminary nominations by late October and notify deans of the list of finalists for whom full nomination dossiers are to be developed pursuant to the guidelines for nomination.

**Second Phase: Full Nomination Dossiers Due: November 30, 2009. Please send electronically in .pdf format to [svcaaoffice@unlnotes.unl.edu](mailto:svcaaoffice@unlnotes.unl.edu)**

After review of the preliminary nominations, the Committee will notify the deans of the list of finalists for whom full nomination dossiers are to be developed pursuant to the guidelines for nomination. For this phase, dossiers containing all the elements listed in the Guidelines for Nominations are required (see pages 1-4, sections B1-B6 for information).

For your reference, a copy of the Guidelines for Nominations to University Professorships, which describe the requirements for the full dossiers for the second phase, is enclosed. These should be helpful in preparing the preliminary nomination letter, since they indicate factors that the Committee looks for in candidates.

Note that, when choosing external evaluators, we ask that you follow the guidelines established for the selection of external evaluators of Tenure and Promotion files:

**Full dossiers must include at least three external (to UNL) and independent letters of review.** “Independent” means letters will be from individuals who have had no (or only limited) professional or personal relationships with the candidate and who have been chosen for their ability to provide a disinterested (“objective”) assessment; these would **not** include dissertation advisors, current or former collaborators, former colleagues, personal friends or others who have any special relationship to the candidate. In the dossier, the authors of external letters should be clearly identified in terms of whether they were chosen by the department or the candidate, the qualifications of each reviewer, and the relationship (if any) of the reviewer to the candidate. A copy of the letter soliciting the review should also be included. Other external letters of review, not independent and/or solicited by the administrative officer may be included but must be so identified in the file.

In rare cases, the Committee can make an exception to the arms-length distance ordinarily wanted for evaluators—for example, if the candidate is in a small specialized field or the candidate’s extraordinary prominence makes finding independent evaluators impracticable. (An explanation should be provided if an exceptional case is at hand.) The Committee will review the completed dossiers of finalist candidates and expects to forward its recommendations to the Chancellor in mid-to-late March 2010.

The title “University Professor” is intended as a recognition of UNL’s most eminent faculty members who have shown an extraordinary level of scholarly or creative achievement and clear potential for continuing accomplishments. Please keep this in mind when selecting those for nomination.

Enclosure

c: Chancellor Perlman