

Guidelines for Implementation of the Distinction of Professor of Practice

FP 104 – Promotion and Tenure – Approved March 10, 2011 provides for a non-ranked, non-tenure track appointment for individuals who bring with them to NLU a strong track record of accomplishment and distinction.

Distinguished Professor of Practice as defined in FP 104: This non-ranked, non-tenure-track appointment is intended to provide a distinguished role for individuals who have a strong record of accomplishment, are revered in their professional communities, have had many years of experience, and bring to National Louis University a level of distinction by virtue of their career accomplishments. Appointments to this track are made mutually by the Chief Academic Officer and the President, and ratified by the Board of Trustees (see Section VI, below). The purpose of these appointments is to enhance the reputation of the institution, and responsibilities are designed accordingly.

These appointments will typically be made at time of hire, however initially there may be a transition period. These appointments are not intended to replace the tenure process, as evidenced by the nature of the contract. These appointments are intended for practitioners who have excelled in their fields. Once this distinction is granted, the candidate may not move into tenure-track or non-tenure track positions.

The following process will be used to review nominations to this distinction.

- 1) Nomination is made by an internal or external leader.
- 2) Nominee provides the following information:
 - a. Current Vitae that clearly identifies a strong record of accomplishment, including positions held, duration, and contributions at the organizational, community, state and national levels.
 - b. Summary of recognitions received for professional contributions.
 - c. Reference letters from three external organizations that verify the extent of the individual's contributions.
 - d. Overview of the nature and level of distinction that would be brought to NLU through distinctive career accomplishments, professional networks and relationships, as well as, potential or existing funding opportunities. (Limit to 5 pages.)
 - e. Summary of roles and responsibilities and expected contributions to the University and assigned unit/College if approved for the Distinguished Professor of Practice. (Developed jointly with Dean or Chief Academic Officer.)
- 3) Candidate materials are submitted electronically to the Dean of the College where they will reside. If an appointment is made to a non-college unit, submission will be made to the administrator of that unit. After review, a recommendation is made to the Provost. The Provost reviews the materials and makes a recommendation to the President.
- 4) The NLU President reviews the materials and recommendations and makes a recommendation to the Board of Trustees. Nominations will be considered by the Board of Trustees at the next meeting following the President's recommendation.
- 5) The Distinction of Distinguished Professor of Practice becomes effective within 12 months of approval by the Board of Trustees. Faculty holding this distinction will be granted a one year rolling appointment. Performance will be evaluated on an annual basis. If appointment is non-renewed faculty will receive a one year terminal letter of appointment.