



Eminent Scholars Appointments #320.092

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| INITIAL EFFECTIVE DATE: | LAST REVISION DATE: | RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT |
| 01/04/2016 | 05/8/2024 | Office of the Provost, Planning and Finance |

POLICY STATEMENT

Eminent Scholars are selected based on their national prominence or outstanding achievement in their scholarly field.

SCOPE

This policy applies to university academic units seeking to appoint eminent scholar appointments.

REASON FOR POLICY

To specify the selection criteria and business process for eminent scholar appointments.

| DEFINITIONS | |
|--------------------|---|
| TERM | DEFINITIONS |
| Academic unit | References to academic department, school, or college |

ROLES AND RESPONSIBILITIES

Departments/College Schools:
The department/ school will review and select each appointment according to their academic unit’s guidelines and present it to the Dean of the college/ school. Once approved, an appointment letter delineating the length of appointment and expectations will be drafted for



submission to the Office of the Provost, Planning and Finance. The department/school HR liaison submits any corresponding HR actions for the appointment of Eminent Scholar.

Office of the Provost, Planning and Finance:

Will oversee this appointment process and provide support to the department/college/school seeking to appoint eminent scholar. Responsible for reviewing and approving the Eminent Scholar offer letters and corresponding HR actions.

RELATED RESOURCES

- Faculty HR Manual
- Eminent Scholar Procedures

CONTACTS

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HISTORY

Initial Effective Date: January 4, 2016

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): April 26, 2024 (*Former Academic Affairs Policies*); January 4, 2016 (*Section 5 readopted*), 05/8/2024.



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| PROCEDURE STATEMENT |
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| <ol style="list-style-type: none">1. Upon approval of funding for an Eminent Scholar the department/ school will review and select each appointment according to their academic unit’s guidelines and present it to the Dean of the college/ school.2. The Dean will review and make the decision on the Eminent Scholar appointment following the unit’s guidelines.3. Once approved, an appointment letter delineating the length of appointment and expectations will be drafted for submission to the Office of the Provost, Planning and Finance. The department/school HR liaison submits any corresponding HR actions for the appointment of Eminent Scholar.4. If a candidate is not selected the process may be repeated until the assignment is filled. |