

Application Process for the S&T Chancellor's Professorship Program

(Click on links to obtain forms and relevant information.)

1. The applicant obtains and reads [Campus Policy Memorandum No. II-15](#).
2. The applicant then discusses with the chair of the applicant's department their desire to retire and apply for the Chancellor's Professorship Program. The chair of the department will discuss with the applicant all relevant aspects of the application process. In preparation for this discussion:
 - a. The applicant completes their portion of the UM System [Notice of Intent to Retire form](#). The completed form is submitted by the applicant to the Office of the Provost. This form requires the signatures of the department chair, Vice Provost and Dean of your College and the Provost. The Provost's office will forward the completed form to the appropriate College and Office of Human Resources Strategic Partners.
 - a. If an applicant's retirement is contingent on the awarding of a Chancellor's Professorship, the Provost should be notified of this fact in writing.
 - b. The applicant completes their portion of the [Chancellor's Professorship Program Application form](#), attaches a current curriculum vita or resume to the form, and submits this material to the department chair for review.
3. Each department will appoint a faculty committee (e.g. the department Promotion and Tenure Committee) to review the application for the purpose of rendering a committee recommendation regarding support of the application for the Chancellor's Professorship Program.
 - a. After due consideration of the application, the faculty committee will vote on a motion to support the application. Members of the faculty committee will vote to support, to oppose, or to abstain from supporting the motion. The committee must render a recommendation to support or oppose the application and produce a written explanation for its recommendation.
 - b. A representative of the committee, acting on the committee's behalf, will sign and date the application form and record therein the vote tally and committee recommendation to support or oppose the application.
 - c. The faculty committee representative then reports to the department chair the results of the committee review and delivers to the chair a written explanation for the committee's recommendation.
4. Upon receiving the faculty committee's recommendation, the department chair submits to the Vice Provost and Dean of your College the Chancellor's Professorship Program Application form amended to include the chair's recommendation to support or oppose the application, a written explanation of the chair's recommendation, and the written explanation for the faculty committee's recommendation.

5. The Vice Provost and Dean of your College then submits to the Provost the Chancellor's Professorship Program Application form amended to include the Vice Provost and Dean's recommendation to support or oppose the application, a written explanation of the Vice Provost and Dean's recommendation, and the written explanations provided by the department chair and faculty committee.
6. Upon receiving the application form, as completed and amended through all prior steps in the process, and all written explanations for recommendations given, the Provost will render a final decision with regard to the applicant's appointment as a Chancellor's Professor. The Provost will then notify the applicant in writing of this decision and, if favorable, will provide a deadline by which the applicant is to accept and acknowledge the terms of the appointment.

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