

TO: All Members of the Bradley University Faculty

FROM: Walter R. Zakahi 
Provost and Senior Vice President for Academic Affairs

DATE: October 10, 2022

SUBJECT: Annual Call for Applications/Nominations for Caterpillar Professorships

GENERAL

Purpose: Caterpillar Professorships will be awarded only to tenured (full) professors at Bradley who have significant nationally or internationally recognized accomplishment for scholarship in their fields. These professorships will recognize these accomplishments and enhance Bradley University's academic reputation and stature as an institution committed to excellence not only in teaching, but also in scholarly and creative production. Qualified faculty members from all disciplines are encouraged to apply.

Eligibility: All tenured faculty with a minimum of three years of full-time faculty status at Bradley – in any discipline – holding the rank of (full) professor in the 2023-2024 academic year, except deans, associate provosts, vice presidents and the president, are eligible for consideration.

Each Caterpillar Professor will receive a supplemental academic year stipend of \$8,000 plus associated fringe benefits. Caterpillar Professorships will be appointed for five-years. During the fifth year of appointment, Caterpillar Professors, who are continuing their employment at Bradley, will be considered for reappointment. There will be annual calls for applications/nominations for Caterpillar or other named professorships that may be established in the future, as long as there is available funding. The current program is designed to support a total of ten professorships. There will be two professorships available for 2023-2024.

The Provost will appoint a committee that will review all applications and supporting materials, and solicit external peer evaluations of the candidates' research and creative productions. This committee will be advisory to the Provost, who will make appointment recommendations to the President.

EVALUATION CRITERIA

Candidates for Caterpillar Professorships should have a record of:

- Significant achievement in research and/or creative production and/or the application of knowledge with demonstrated impact, sustained significant achievement resulting in a national or international recognition at Bradley University, and demonstrated potential for continuing accomplishments that enhances the academic reputation of Bradley University,
- continuing excellent teaching and demonstrated concern for students,
- continuing service beyond the norms of good university citizenship.

DEADLINES

Candidates: Faculty members must notify the Provost by mail or e-mail (with a copy to Tracy Zuercher tzuercher@bradley.edu) of their intent to be a candidate no later than November 21, 2022. All documentation supporting an application/nomination must be received in the Office of the Provost by January 20, 2023. (Please see the section below entitled “materials supporting candidacy”.)

MATERIALS SUPPORTING CANDIDACY

Each applicant must provide **two** complete sets of the materials supporting candidacy. One electronic copy in word format and one hard copy is required. Faculty members who are reapplying do not need to provide a new letter of nomination, and are required only to update the supporting material previously provided. The original letter of nomination should be resubmitted. The materials supporting candidacy for a Caterpillar Professorship must include the following:

- A letter of nomination by a professional colleague at Bradley or elsewhere. Additional supporting letters are optional. The nomination letter should address the record of the candidate relative to the three points of the evaluation criteria.
- A statement, by the candidate, providing detail on the candidate’s perspective of her/his contributions relative to the three points of the evaluation criteria.
- A complete up-to-date curriculum vitae listing all professional experience, honors and awards, professional society memberships, creative productions, publications, presentations, patents and copyrights, grants and contracts received, etc.
- Supporting material related to any of the three points of the evaluation criteria including reprints or tangible evidence of the five most significant publications or creative productions of the candidate.

Anyone having questions about or requiring clarification on any aspect of this program should contact me directly by phone or email, wzakahi@bradley.edu.

Caterpillar Professorship Renewal Procedure

1. Individuals who hold a Caterpillar Professorship Award must apply for renewal by January 15 of the fifth year of their award period. Current Caterpillar Professors should try to be mindful of their renewal date and initiate submission of their materials. In addition, the Provost's Office should contact individuals to remind them of this date for renewal application (some flexibility in dates is possible, but the intent is to complete renewal considerations before the selection committee begins deliberation on new applications for the Caterpillar Professorship).

2. The individual applying for a renewal should provide both an updated vita and a cover letter explaining her/his record of accomplishment in teaching, service, and scholarship with particular emphasis on significant accomplishments since her/his last appointment to the Caterpillar Professorship. All three areas (teaching, service, and scholarship) are relevant to considerations of renewal, but special attention will be given to the record of accomplishment in scholarship. The candidate's overall record of professional excellence will be considered for renewal, but decisions about renewal will focus on whether the record of accomplishment in scholarship during the past five years is consistent with the historic rationale used for selecting Caterpillar Professors. Candidates whose work during the past five years is not consistent with these criteria will not be reappointed, but may reapply for the award in subsequent years.

3. The Provost will provide a copy of the updated vita and cover letter to the selection committee and the committee will meet to assess the candidate's suitability for reappointment. Renewal decisions will ordinarily be made by the selection committee without external peer review. The Provost will relay the outcome of the renewal deliberations to the candidate prior to the Selection Committee's first meeting to consider new applications. If the candidate is renewed, that individual should serve on the Selection Committee. If the candidate is not renewed for a new term, the individual will not serve on the Selection Committee.



**Caterpillar Professorship - General Guidelines for
Preparation and Organization of Binders**

- 1. Nothing should be placed in acetate inserts that requires the panel to sort through each of the inserts to discover and find the required contents of the submission.**
- 2. A table of contents and orientation to the submission binder should be included as the initial document and MUST clearly indicate how supporting materials are organized in the given presentation AND how they support the application.**
- 3. Tabs are very important and must adhere to the table of contents.**
- 4. Other than the required letters of support, there is no reason to submit more than 10 additional letters of support from colleagues, students, and supporters.**
- 5. Every effort should be made to present all of the materials other than supporting publications (books) in a SINGLE 3-ring binder of approximately 1 - 3 inches.**
- 6. Candidates should follow the written instructions in terms of the content requirements of the presentation and not add extraneous materials that are not directly included in the categories of the call or that can easily be related to the content of the binder.**
- 7. Remember, only the five (5) most significant publications or creative productions are to be submitted for review.**