To: Professors, Associate Professors, Assistant Professors, Department Chairs, and Deans of Arts and Sciences, the Nicholas School of the Environment, the Pratt School of Engineering, and the Sanford School of Public Policy.

From: Emily Klein, Ph.D. Chair of the Provost’s Advisory Committee on Bass Chairs

On behalf of the Provost’s Advisory Committee on Bass Chairs, I invite you to nominate Duke faculty from within and without the university for appointment to Bass Chairs. These five-year term appointments of tenured faculty at Duke University are funded in part through a gift from Anne T. and Robert M. Bass and in part by donors who establish endowments for particular chairs. Since very few of these appointments can be made in any one year, the intention of the Bass Chairs Committee is to identify a pool of highly qualified candidates from which the Provost may, from time to time, recommend appointments to the Board of Trustees. As such, a candidate should not be re-nominated for two years following the initial nomination. As in the case of nominations to other named chairs, confidentiality in preparing nominations is most desirable. Candidates should not be informed of, or involved in, their own nominations.

Candidates for Bass Chairs may fall into one of three categories: (1) tenured associate professors (at the time of nomination) and recently promoted full professors of great distinction in research and undoubted success in teaching who show promise of continued substantial accomplishment; (2) persons at these ranks with the same qualities at other institutions who are under consideration for recruitment to Duke; and (3) full professors with long and truly exceptional records as teachers and scholars. The distinctive characteristic of a Bass Chair is a balance of excellence in both scholarly accomplishment and undergraduate teaching. Please also consider nominating individuals from traditionally under-represented groups in your fields.

The nomination dossier should contain detailed evidence of innovative and consequential research and national and international recognition of the candidate’s standing in their field. In addition, we seek documentation of distinguished and rigorous undergraduate teaching. The committee considers distinguished teaching to be that which is intellectually demanding and unusually effective. We are especially interested in candidates who have found imaginative ways to communicate creatively with undergraduates about their ongoing research and its place in their discipline. We hope that nomination letters and the supplementary documents will speak specifically about such strengths.

A complete nomination for a Bass Chair should contain the following three elements:
1. A current curriculum vitae.

2. A detailed discussion of the candidate’s undergraduate teaching contributions and attributes. The committee is especially interested in evidence of the candidate’s commitment to innovative undergraduate teaching and recognition of such accomplishments through teaching awards and other honors. Additionally, nominators should ask the department chair and/or dean to send to the Bass Chairs Committee copies of recent teaching evaluations, annual performance summaries, and/or other relevant documents; all teaching evaluations for all undergraduate courses taught within the past five years should be provided and, to the extent possible, the nominator, dean and/or chair should place these materials in perspective through commentary on the performance of other comparable individuals in the department and/or school.

3. A detailed discussion of the candidate’s scholarly contributions, including: (a) quality of scholarship; (b) sustained productivity; (c) impact of scholarship within the candidate’s field.

4. Dossiers should be in .pdf format and submitted via Duke’s Box.

To supplement the nomination dossiers, the Advisory Committee on Bass Chairs may ask deans to provide relevant findings from recent promotion and/or tenure deliberations with respect to individual candidates.

If you wish to nominate a faculty member for a Bass Chair this year, a complete set of nomination materials should be delivered in .pdf format to Faculty Affairs via Duke’s Box: upload all of your nominations into one “Bass Nominations Folder” and invite donna.boyd@duke.edu as a collaborator. If you have questions about this method of submission, please call Donna Boyd, Faculty Affairs 919-684-5949.

All nominations should be submitted by the Faculty Affairs Office no later than Monday, November 3, 2014.