



SOCIETY OF  
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## Society of Research Administrators International Distinguished Faculty Program

### *Developed by Distinguished Faculty*

The purpose of Society of Research Administrators International Distinguished Faculty (DF) program is to establish a core group of professionals in the field of research administration who can help SRAI achieve its mission goals:

- The education of research administrators, professionals in related fields, and the public through the exchange of information, individual contacts, professional presentations, formal and informal meetings and publications.
- The improvement of communication among researchers, host institutions and organizations, the sponsors of research, research administrators, and the general public.

Individuals selected by SRAI to serve as Distinguished Faculty (DF) will be expected to:

- Enhance the professional development of research administrators around the world by creating and presenting high quality education and training content that adds to the body of knowledge in the field of research administration.
- Serve as “thought leaders” to help the Society develop educational programming that is responsive to the significant events, complex issues, and new trends impacting the field.

### **APPLICATION PROCESS**

The process for applying for DF status is as follows:

1. Any SRAI member in good standing (i.e., dues are current) can nominate themselves or another SRAI member in good standing for DF status by submitting a nomination letter to SRAI by the annual deadline.
2. To nominate someone else for this honor:
  - a. The nominator should submit a letter to SRAI describing how he/she is acquainted with the nominee and why the nominator believes the nominee meets the selection criteria for DF status listed below.
  - b. The individual nominated must complete the nomination process by providing SRAI an up-to-date resume/CV that highlights the individual’s activities as an instructor, speaker, webinar/workshop leader, and/or mentor as well as any education-service related activities in the field of RA (e.g., serving as a track chair for a RA meeting).
3. A self-nominee should:
  - a. Submit a letter to SRAI describing why he/she deserves this honor based on the selection criteria for DF status listed below.
  - b. The self-nominee should also ask a professional reference who is a SRAI member in good standing to submit a support letter to SRAI describing why the reference



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- believes the candidate meets the selection criteria for DF status listed below.
- c. The self-nominee should complete his/her application for DF status by providing SRAI with an up-to-date resume or CV that highlights the individual's activities as an instructor, speaker, webinar/workshop leader, and/or mentor as well as any education-service related activities in the field of RA.
  4. SRAI (staff) will provide the selection panel with any available evaluation data on each nominee's SRAI activities as an instructor, speaker, webinar/workshop leader, and/or mentor.

### **Eligibility Criteria**

The Chair of the DF Subcommittee under the EPDC shall convene a Selection Panel to evaluate each nominee according to the following criteria:

1. **SRAI Membership:** The individual nominated for DF status must be a member in good standing of SRAI at the time of nomination.
2. **Expertise in Research Administration:** There must be evidence in the materials provided that the nominee is recognized by his/her peers as a subject matter expert in one or more areas within the Body of Knowledge of research administration.
3. **Teaching Excellence:** There must be evidence in the materials provided that the individual has developed and presented high quality education and training content that adds to the body of knowledge. Engagement in education-service related activities in the field of RA will also be considered.

### **TERMS AND EXPECTATIONS OF DF STATUS**

After being selected as a DF member, the DF member will be expected to continue to contribute to the Society and the field of research administration. Therefore, each DF member's status will be considered for renewal every three years. The renewal process will be as follows:

1. SRAI Headquarters will notify the DF member when it is time to renew his/her DF Status.
2. Individuals wishing to continue as an active DF member will be asked to provide the Chair of the DF Subcommittee with an up-to-date resume or CV that highlights the individual's activities as an instructor, speaker, webinar/workshop leader, and/or mentor as well as any education-service related activities in the field of RA that occurred during the preceding three years.
3. A review panel will be established by the Chair of the DF Subcommittee to evaluate the DF member's SRAI activities as an instructor, speaker, webinar/workshop leader, and/or mentor occurring within the preceding three years.
4. SRAI (staff) will provide the review panel with any available evaluation data on each renewal DF member's SRAI activities as an instructor, speaker, webinar/workshop leader, and/or mentor.
5. Each DF member will be notified by the Chair of the DF Subcommittee about the outcome of the review and follow-up options (as needed.)

### **CHANGE IN DF MEMBER STATUS**

Changes to an individual's DF status will occur as follows:



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1. An individual's status will be listed as "Emeritus" and the individual's active years listed on the web page when:
  - a. The individual DF member voluntarily notifies SRAI that he/she wishes to become Emeritus during his/her three-year term.
  - b. The individual DF member has not been an SRA International member in good standing for over 12 months.
  - c. The individual DF member's status is not renewed as described above.
2. An individual who voluntarily chooses Emeritus status during his/her three-year term may return to active DF status at any time by writing a letter to the Chair of the DF subcommittee requesting reinstatement. Active DF status then will be immediately restored for whatever remaining time is left in the DF member's interrupted three-year term. Renewal of DF status will be required at the end of this term.

## RECOGNITION

The Society's goal is to involve its active DF members in achieving the educational goals of the Society. Towards this end SRAI will:

1. List all DF members on the SRAI webpage with their institutional affiliation and DF status (active or Emeritus--with active years listed) along with each person's disciplinary focus area (e.g., clinical trials, financial management, leadership):
2. Include "SRAI DF" next to the names of DF members that appear in SRA conference programs, webinars, publications and promotions for other Society events.
3. Proactively invite all active DF members to submit proposals<sup>1</sup> to participate as speakers, workshop leaders, and leaders of other educational venues.
4. Invite active DF members to fill content gaps in programming that arise at section and annual meetings, webinars and other SRAI educational offerings in emergency situations and/or when no other SRAI members have indicated an interest in participating.
5. At the Annual Membership Business Meeting all DF members (current and Emeritus) who are present will be recognized by the Chair of the EPDC. The Chair of the DF Subcommittee will introduce the new DF by name and affiliation to the SRAI membership at this time.

## APPRECIATION

DF members volunteer their time and talents to support the Society. Therefore, the Society will show its appreciation for these efforts in the following ways:

1. Automatically invite active DF members to participate in SRAI committees and the Mentorship program without having to apply separately.
2. Hold a Face to Face (F2F) event at the annual meeting for the purpose of encouraging active DF members to interact with SRAI Board Members and Officers as well as other leaders in the Society in order to:
  - a. Help to envision and plan the future educational activities of the Society in relationship to existing and emerging needs of the profession.
  - b. Design, plan, and identify DF participants to carry out special educational projects as needed to strengthen the Society and/or the profession in general.



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- c. Engage in collegial discussions and benefit from peer presentations on topics of interest to enhance the professional development of all DF.
- d. Recognize incoming DF members and list their contributions to the profession.

#### **EVALUATION OF THE DF PROGRAM**

SRAI HQ will report on an annual basis to the Board metrics on:

1. The number of Active and Emeritus DF members in the Society during the previous year.
2. The number of active DF members that participated in Society events and activities during the previous year.
3. The number of new DF inducted during the previous year.
4. The number of DF that became Emeriti during the previous year and the steps that were taken (if any) to promote re-engagement of the DF member prior to this change in status.

SRAI HQ also will survey all active DF members every two years to determine DF members' satisfaction with the program and ideas for improvement going forward. These evaluation data will be reported to the Board of Directors at the following SRAI Board Meeting, and modifications to the program will be considered at that time based on the data collected.

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<sup>1</sup>This does not guarantee selection. DF proposals will be evaluated in the same way other speaking proposals are evaluated.