

Procedures for Nominating a Candidate for Distinguished Professor

Please note that CUNY revised its procedures for nominating candidates for Distinguished Professor on November 19, 2010. All changes since the last (March 11, 2010) version of this document are highlighted in yellow.

Before any procedures are initiated, we advise that all potential nominations be discussed with the Chair, Dean, and Provost.

1. The process through the divisional or school vote is the same as for all other promotions, except that at least 10 external evaluation letters must be solicited. Please note that typically 15-20 external letters are solicited. The list of potential reviewers should be drawn up in consultation with the Chair, Dean and Provost. A sample letter requesting an external evaluation of a candidate for Distinguished Professor may be accessed on the Provost's web site at <http://www.hunter.cuny.edu/provost/reports-policies/procedures> (scroll down to the bottom of the page).
2. FP&B Once the external letters are back and the chair has written his or her report:
 - a. The Office of the Provost notifies the chair of the FP&B subcommittee on Distinguished Professors that there is a candidate for consideration and the date at which the subcommittee will present its report to FP&B.
 - b. The chair of the subcommittee calls a meeting of the subcommittee to discuss the candidacy.
 - c. The Office of the Provost works with the Department and/or the Dean's Office to ensure that the candidate's publications are on file in the archives for review by the subcommittee and the FP&B at large. If relevant, reviews of the candidate's work (e.g., book and exhibition reviews in major venues, or award or nomination letters from recognized organizations) are also included with publications.
 - d. At least two weeks before the subcommittee is to report on the candidate, the Office of the Provost informs the subcommittee when the candidate's publications will be on file in the archives and provides them with copies of
 - i. The candidate's CV in Hunter format

- ii. The chair's report
 - iii. The external evaluation letters
 - iv. The candidate's teaching evaluations
- e. At least two weeks before FP&B is to vote on the candidate, the Office of the Provost informs FP&B when the candidate's publications will be on file in the archives and provides them with copies of
 - i. The candidate's CV in Hunter format
 - ii. The chair's report
 - iii. The external evaluation letters
 - iv. The candidate's teaching evaluations
- f. The subcommittee presents its report to FP&B
- g. FP&B votes on the candidate

Note: FP&B can vote on the candidate at the same meeting at which the subcommittee makes its report, as long as FP&B members have had at least two weeks to review the candidate's materials. As with all promotion votes, the FP&B vote is advisory to the President.

- 3. If the President decides to recommend the candidate for promotion to Distinguished Professor, the following materials must be submitted to the Office of the Executive Vice Chancellor and University Provost by March 1 for consideration by the CUNY BoT at its June meeting or by October 1 for consideration at its January meeting
 - a. Letter of support from the President
 - b. Letter of support from the Provost
 - c. Chair's report
 - d. Candidate's CV (in Hunter or alternative format)
 - e. External letters of evaluation
 - f. Vitas of the evaluators (Note: bios of the evaluators are no longer acceptable – CUNY now requires CVs)
 - In addition to providing the required CV for each evaluator, we strongly recommend that you provide a paragraph establishing each evaluator as a widely

recognized authority in the nominee's field who can provide objective analyses of the nominee's qualifications.

- g. Documentation of the processes used up to the point of submission to CUNY Central (department vote, division or school vote, Distinguished Professor subcommittee recommendation, and FP&B vote), including an account of the process by which external evaluators' letters were solicited.
- h. Representative samples of the candidate's scholarly and/or creative work, and any additional evidence of exceptional performance by national and international standards of excellence, including, for example, reviews of the candidate's work.
- i. The candidate's teaching evaluations
 - While not listed as a requirement by CUNY, we strongly recommend that these be included in the packet of materials submitted to CUNY.

The Office of the Provost is pleased to offer assistance throughout the Distinguished Professor nomination process. If you have questions or would like to schedule a meeting to discuss a potential candidate, please call us at 212-772-4150 or email us at provost@hunter.cuny.edu.

CUNY Guidelines

Retrieved December 2, 2010 from <http://www.cuny.edu/about/people/faculty/dp/guidelines.html>

Faculty

- Distinguished Professors
 - Nomination Guidelines
 - History of the Distinguished Professorship
 - FAQs

Nomination Guidelines

Revised November 19, 2010

I. Goals, Criteria, and Required Evidence

- **Goals of the Policy on Distinguished Professors**

The title of Distinguished Professor is conferred on an individual by the University Board of Trustees in recognition of exceptional scholarly achievement. The purpose of these appointments is to recruit new faculty or retain existing faculty whose appointments enrich the University, especially when candidates require special incentives to influence their decision to accept an offer or to remain within the University. These appointments are expected to contribute to CUNY's commitment to recruit and retain an excellent faculty representing a rich diversity of gender and ethnicity.

- **Criteria for Distinguished Professorship Appointments**

CUNY Distinguished Professors should comprise a small number of exceptional individuals. That number is currently limited to 175 under the terms of the collective bargaining agreement. The primary purpose of the awards is to recruit or retain outstanding faculty. Distinguished Professorships are reserved for faculty with records of exceptional performance by national and international standards of excellence in their profession. There must be substantial evidence of this exceptional performance, including significant quantities of high-quality work in areas of importance in their disciplines. In addition to superb scholarship, Distinguished Professors are expected to participate in appropriate teaching and service roles in their colleges. However, this honor is granted solely in recognition of the quality and impact of a nominee's scholarship.

Nominations from colleges are expected to represent a balance between the number of Distinguished Professors recruited from outside the University relative to those appointed from internal CUNY candidates

Since Distinguished Professor appointments are not provided solely to recognize past performance, there must be evidence that their quality of performance will continue. Colleges must review the performance of all Distinguished Professors at the end of every fifth year after initial appointment. The President will submit the review to the Executive Vice Chancellor and University Provost. In consultation with appropriate departmental and College persons, the President is expected to recommend to the Executive Vice Chancellor and University Provost

that a Distinguished Professorship be discontinued if there is failure to perform at the scholarly levels expected of persons at that rank. Recommendations not to reappoint on any grounds other than scholarly productivity and excellence are rarely appropriate for this honor.

In all but the most exceptional circumstances, candidates who have been rejected may be renominated only once after a minimum of three years from the action.

- **Required Evidence for Awards**

There must be evidence that the candidate is regarded nationally, and where appropriate, internationally, as a leading scholar in his/her academic field. There also must be evidence that the candidate, if named University Distinguished Professor, will continue to perform as a faculty member at levels appropriate for Distinguished Professors.

Campuses should seek at least ten (10) external letters of evaluation from **full professors or people of comparable standing outside the academy** who are widely recognized authorities in the nominee's field and can provide objective analyses of the nominee's qualifications. As part of the nomination materials sent to the University, **the campuses should provide the evaluating committee with each reviewer's vita**. The review letters should include a comparison of the nominee to a specific list of other distinguished scholars in the field and provide a clearly articulated rationale for the assessment. Reviewers should acknowledge any prior contact with the nominee; **they should not ordinarily be coauthors with the candidate, and they cannot be from any CUNY college.**

II. Procedure

Overview

The procedures which guide the appointment to Distinguished Professor are designed to enable the University to gauge the appropriateness of nominees for this award. Nominations for the appointments are presented to the University Board of Trustees at the January and June Board meetings. Prior to presentation to the Board the case must have: (1) college endorsement based on the approved policy and/or practices of the college, which must incorporate the goals, criteria, and evidence prescribed in Section 1 of these guidelines; (2) submission of the materials to the Executive Vice Chancellor and University Provost's Office; (3) solicitation of evaluative letters by the Executive Vice Chancellor and University Provost when additional documentation is necessary; (4) review by the Distinguished Professor Selection Committee and recommendation to the Chancellor; (5) approval by the Chancellor and recommendation to the Board Committee on Faculty, Staff, and Administration; (6) approval by the Board Committee on Faculty, Staff, and Administration; and (7) approval by the Board of Trustees.

- **College Process**

The College President will forward to the Executive Vice Chancellor and University Provost (1) a current c.v. checked for accuracy and completeness; (2) letters of recommendation from the College's President and from the Chief Academic Officer; (3) at least ten (10) external evaluations, **accompanied by vitas of the evaluators**; (4) documentation of the processes used

up to the point of submission of the case from the College, including an account of the process by which external evaluators' letters were solicited; (5) representative samples of the candidate's scholarly and/or creative work, as appropriate, and any additional evidence of exceptional performance by national and international standards of excellence.

Note: The evaluations submitted by the College are critical. The evaluators must be among the most highly respected persons in the field, and they must be objective, without reason for bias; for example, as mentioned above, evaluators should not ordinarily be coauthors with the candidate. Again, reviewers also cannot be from any CUNY college.

- **University Process**

After the College-level process is completed and the materials are forwarded to the Executive Vice Chancellor and University Provost's Office, the Executive Vice Chancellor and University Provost will request additional supporting materials if the external evaluations are deemed insufficient.

The Executive Vice Chancellor and University Provost forwards each nomination to a Distinguished Professor Selection Committee. The Selection Committee will then meet and evaluate the candidates' portfolios, making recommendations to the Executive Vice Chancellor and University Provost, who will send the final recommendations to the Chancellor for review and submission to the Board Committee on Faculty, Staff, and Administration, with eventual approval required by the University Board of Trustees. Because every effort will be made to avoid conflicts of interest in the composition and conduct of each Selection Committee, members of a Selection Committee should disclose any ties to the nominee under discussion at the beginning of deliberations. The Executive Vice Chancellor and University Provost may ask members to recuse themselves if there is a reasonable concern that a member's ties with a nominee would compromise the Committee's deliberations.

- **Timetable**

The University Board of Trustees will act on nominations for Distinguished Professor at the January and June Board meetings. Submissions of nominating materials from the Colleges to the Executive Vice Chancellor and University Provost's Office for appointment to University Distinguished Professor must be made no later than October 1 for consideration by the Board at its January meeting or March 1 for consideration at its June meeting.

Upon evidence of extraordinary urgency associated with recruiting outstanding faculty, the deadlines may be changed with the approval of the Executive Vice Chancellor and University Provost.

Retrieved December 2, 2010 from <http://www.cuny.edu/about/people/faculty/dp/faqs.html>

Faculty

- [Distinguished Professors](#)
 - [Nomination Guidelines](#)
 - [History of the Distinguished Professorship](#)
 - [FAQs](#)

FAQs

1. [What is a Distinguished Professor?](#)
2. [How many Distinguished Professors currently teach at CUNY?](#)
3. [Is there a limit to the number of Distinguished Professors at CUNY?](#)
4. [How does a faculty member become a Distinguished Professor?](#)
5. [What are the criteria for Distinguished Professorship?](#)
6. [What is nomination procedure?](#)
7. [What is the evaluation procedure?](#)
8. [What materials are needed for the nomination packet?](#)
9. [When are nominations due?](#)
10. [Who decides which nominees become Distinguished Professors?](#)
11. [What are the steps to a successful vote by the Board of Trustees?](#)
12. [What are the expectations for all CUNY Distinguished Professors?](#)
13. [If a nominee is not recommended by the Chancellor to the Board of Trustees for approval, when may that nominee be considered again?](#)
14. [When does the Board of Trustees vote to appoint Distinguished Professorships?](#)
15. [Are Distinguished Professorships reviewed after the initial appointment?](#)
16. [Can a visiting professor be appointed a Distinguish Professorship?](#)
17. [What is a Distinguished Visiting Professor?](#)

What is a Distinguished Professor?

A Distinguished Professor is an exceptional scholar with an international reputation for scholarly and/or research excellence.

One hundred forty-two Distinguished Professors currently teach at CUNY as of September 1, 2010.

The number of Distinguished Professors is limited to 175 across the University under the terms of the collective bargaining agreement with the Professional Staff Congress.

A faculty member is nominated by his or her college president for a Distinguished Professorship based on his or her scholarly or research achievements. The college is then responsible for gathering supporting evidence that demonstrates exceptional performance by national and international standards of excellence in the nominee's field. A nomination packet is compiled

including the nominee's current curriculum vitae, at least ten letters of evaluation from unbiased reviewers, and letters of recommendation from the campus president and the chief academic officer. The nomination packet is sent to the Executive Vice Chancellor and University Provost. The Executive Vice Chancellor and University Provost may request additional supporting materials if the external evaluations seem insufficient. If the packet requires additional supporting evidence, the campus will solicit the requested information. If the packet is deemed complete and the nominee deemed meritorious, the Executive Vice Chancellor and University Provost will send it to a Distinguished Professor Selection Committee. The Selection Committee will meet and evaluate the candidate's portfolio and make recommendations back to the Executive Vice Chancellor and University Provost who will make final recommendations to the Chancellor for review and submission to the Board of Trustees Committee on Faculty, Staff and Administration, with eventual approval required by the University Board of Trustees.

Distinguished Professorships are reserved for faculty with records of appropriate performance by national and international standards of excellence in their profession. There must be substantial evidence of this performance, including significant quantities of high-quality work in areas of importance in their disciplines. There must also be evidence that this quality of performance will continue into the future.

The college will forward the following to the Executive Vice Chancellor and University Provost:

1. A current curriculum vitae checked for accuracy and completeness;
2. Letters of recommendations from the college's president and from the chief academic officer;
3. External evaluations, accompanied by vitas (not bios) for each evaluator*;
4. Documentation of the nomination process, including an account of the process by which the external evaluations were solicited;
5. Representative samples of the candidate's scholarly and/or creative work, as appropriate, and any additional evidence of exceptional performance by national and international standards of excellence.

*Campuses should seek at least ten (10) external letters of evaluation from full professors or people of comparable standing outside the academy who are widely recognized authorities in the nominee's field and can provide objective analyses of the nominee's qualifications. As part of the nomination materials sent to the University, the campuses should provide the evaluating committee with each reviewer's vita. The review letters should include a comparison of the nominee to a specific list of other distinguished scholars in the field and provide a clearly articulated rationale for the assessment. Reviewers must be objective, without reasons for bias; for example, they should not ordinarily be coauthors with the candidate, and they cannot be from any CUNY college. Reviewers should acknowledge any prior contact with the nominee.

After the college-level process is completed and the materials are forwarded to the Executive Vice Chancellor and University Provost's office, the Executive Vice Chancellor and University Provost may request additional supporting materials if the external evaluations seem insufficient.

The Executive Vice Chancellor and University Provost forwards each nomination to a Distinguished Professor Selection Committee. The Selection Committee will then meet and evaluate the candidate's portfolio and make a recommendation to the Executive Vice Chancellor

and University Provost. The Executive Vice Chancellor and University Provost will send the final recommendations to the Chancellor for his review and submission to the Board Committee on Faculty, Staff and Administration. Final approval is required by the University Board of Trustees.

Nomination packets must include a current and accurate curriculum vitae, letters of recommendation, and external evaluations, accompanied by a vita for each evaluator. Packets must include documentation of the nomination process up to the point of packet submission, including an account of the process by which the external evaluators' letters were solicited. Nomination packets must also include samples of the nominee's recent work, as well as substantial evidence of exceptional performance by national and international standards of excellence.

Submissions of nominating materials from the colleges to the Executive Vice Chancellor and University Provost's office for appointment to University Distinguished Professor must be made no later than October 1 for consideration by the Board of Trustees at its January meeting or March 1 for consideration at its June meeting.

Nominees need the support of and recommendation from the college president and highest ranking academic administrator, the Distinguished Professor Selection Committee, the Chancellor, and the Board of Trustees Committee on Faculty, Staff, and Administration to be conferred with the title of Distinguished Professor by the CUNY Board of Trustees.

- Each nominee must have the college's endorsement based on the approved policy and/or practices of the college.
- Materials for the nominee's portfolio must be submitted to the Executive Vice Chancellor and University Provost's office.
- Additional evaluative letters may be solicited and submitted to or by the Executive Vice Chancellor and University Provost when additional documentation is needed.
- The nominee's portfolio must be reviewed by a Distinguished Professor Selection Committee and recommended to the Chancellor.
- The nominee must be approved by the Chancellor and recommended to the Board of Trustees Committee on Faculty, Staff, and Administration.
- The nominee must receive approval by the Board of Trustees Committee on Faculty, Staff, and Administration.

Since Distinguished Professor appointments are not provided solely to recognize past performance, there must be evidence that quality of performance will continue. As a Distinguished Professor, faculty members will be expected to maintain high-quality work in their discipline and their performance will continue to be measured by national and international standards of excellence in their respective professions. Colleges must review the performance of Distinguished Professors at least once every five years.

In all but the most exceptional circumstances, initially unsuccessful nominees may be re-nominated only once after a minimum of three years from the action.

The University Board of Trustees votes on nominations for Distinguished Professor at the January and June Board meetings every year.

Colleges must review the performance of all Distinguished Professors at the end of every five years. The president will submit the review to the Executive Vice Chancellor and University Provost. In consultation with appropriate departmental and college persons, the president is expected to recommend to the Executive Vice Chancellor and University Provost that a Distinguished Professor be discontinued if there is failure to perform at levels expected of persons at that rank. Recommendations not to reappoint on any grounds other than scholarly productivity and excellence are inappropriate for this honor.

The criteria for Distinguished Professors and Distinguished Visiting Professors awards are the same.

A Distinguished Visiting Professor possesses all of the qualifications of a CUNY Distinguished Professor but does not hold a permanent, tenured position at CUNY.