

Queens College Distinguished Professor Nomination Process

updated June 2024

As of early 2023, CUNY Central is only considering Distinguished Professor nominations submitted by the colleges prior to NOVEMBER 1 of each year. In order to complete the work to prepare these applications over the summer, the Provost's office must receive the *complete, fully approved nomination packet with all materials and votes by MAY 15*. Anything that arrives later *will not* be prepared in time for the November deadline, which also coincides with our tenure and promotion cycle and other important internal deadlines. These new deadlines have implications for our internal deadlines, as outlined below.

**Please note that the bar for Distinguished Professors is that their work has impact beyond what qualifies for promotion to full professor, and be recognized as such by others holding Distinguished, Endowed, or other named professorships.*

Phase 1: Initial approval and solicitation of external letters

This phase should take place early in the fall semester of the year prior to the Nov 1 deadline, e.g., Fall 2023 for Nov 2024 submission.

Materials needed:

- updated CV of candidate
- list of proposed external reviewers (see below)
- brief biographies of the proposed external reviewers, including any potential conflicts of interest or relationship with the candidate
- candidate's scholarly materials/portfolio with the six most significant achievements flagged (this is required for the CUNY packet)

Process:

- A. Chair submits materials to department P&B for discussion and vote.
- B. Assuming vote is affirmative, Chair submits CV and list of proposed reviewers to Dean, who may also request to see the candidate's scholarly materials/portfolio.
- C. If the Dean approves, then Chair may move forward with soliciting external letters.
- D. If the candidate does not have support from the Dean, then the case may go to the Executive Committee for consideration. Chair should then provide all materials to the EC chair/co-chairs and verbally present the case to the EC at their September or October meeting. (e.g., Fall 2023 for Nov 2024 submission)

Details on external letters:

- A *minimum* of ten (10) external letters are required by CUNY, preferably from other Distinguished Professors or equivalents.
- To ensure that enough letters are received, 15-20 should be requested. If all requested letters are received, they may be included.

This is a similar process as with external letters for tenure and promotion: Chair requests letters from external reviewers with updated CV of candidate and candidate's scholarly materials, reviewers are given ~3 months to review the case and write the letters, and the letters are

collected by the Chair and NOT shared with the candidate. Chairs should also ask external reviewers to send their own CV in addition to their letter.

Phase 2: Executive Committee and P & B review

This phase should take place early in the spring semester, e.g., Spring 2024 for Nov 2024 submission.

Materials needed:

- updated CV of candidate
- support/justification letter from Chair
- 12-15 external letters
 - Some letters should be from scholars holding Distinguished, Endowed, or named professorships;
 - Letters should explicitly compare the candidate with others of similar rank.
- brief biographies of the external reviewers, including any potential conflicts of interest or relationship with the candidate
- CVs of the external reviewers
- short paragraph from Department Chair describing how external reviewers were selected, e.g., suggested by candidate or by department P&B or some combination of the two
- sample request letter sent to external reviewers
- candidate's scholarly materials/portfolio with the six most significant achievements flagged

(the last four items are required specifically for the CUNY packet)

Process:

- A. The Department Chair provides the above materials to the Executive Committee Chair or Co-Chairs in January or February for distribution to EC members.
- B. The Department Chair or a member of the department P&B verbally presents case to EC at their March or April meeting.
- C. The EC discusses and votes.
- D. The EC presents their recommendations to the full P & B for vote.
- E. The EC and P& B send their recommendations to the Associate Provost by early May.
- F. The Associate Provost presents the recommendations to the Provost for review and approval of candidacy. There is no guarantee that a recommendation will move forward.

**Please note that the nominating Chair is responsible for ensuring that all materials are complete. No additional materials will be accepted after submission of nomination package for EC review/vote or at the Provost Office level.*

Phase 3: Preparing the packet and submission to CUNY

Process:

- A. The Associate Provost and their office review all the materials and then create them as annotated PDFs in the format CUNY requires.

- B. The Associate Provost and the Dean draft letters on behalf of the Provost and President in support of the candidate.
- C. A preliminary resolution granting DP status to the candidate is drafted and included in the packet.

Once the materials are prepared, but no later than October 30th, the College submits this material to CUNY through their Dropbox system.

**Please note: No alterations or additions can be made to nominations packages at this point..*

Important:

CUNY takes one academic year to determine the awards. They will announce them to the colleges in mid-May. They are then submitted to a sub-committee of the Board of Trustees the next month and voted on by the full Board the following month. Please be aware that this means that, even if the nominating committee at CUNY approves, it will take up to three months for the title to be awarded.

Sample Timeline:

- Fall 2023 Phase I
 - Submission process begins.
- Spring 2024 Phase II
 - Required materials presented to Executive Committee Chair(s) in January or February.
 - Departmental presentation at the EC March or April Meeting.
 - The EC reviews/votes and makes recommendations to Associate Provost by early May.
 - Associate Provost presents recommendations to the Provost for review/approval in May.
- Summer/Fall 2024 Phase III
 - Applications are reviewed and prepared for final submission per CUNY requirements.
 - Letters of support are prepared for the President’s and Provost’s review/signature.
 - A preliminary resolution granting DP status is drafted for each candidate moving forward.
 - Application packets are submitted to CUNY no later than October 30.
- May 2025 CUNY notifies campus of action(s) and BoT submission as applicable.
- June 2025 BoT action.
- Sept 2025 Title award.

Link to the CUNY page for their process: <https://www.cuny.edu/alumni-students-faculty/faculty/distinguished-professors/nomination-guidelines/>