

Application Procedures for Rank of Distinguished Professor

UCCS Procedures
Updated 10/5/2025

Overview: The University of Colorado solicits nominations for Distinguished Professorships. A distinguished professor is the highest rank a faculty member may achieve at CU. This title recognizes the outstanding contributions of tenured CU faculty members to their academic disciplines. Candidates recommended for a distinguished professorship must demonstrate accomplishments based on the following criteria:

1. Distinguished performance in scholarly/creative work;
2. Excellence in the promotion of learning and student attainment of knowledge and skills; and
3. Outstanding leadership and service to the profession and to CU and/or affiliate institutions.

1. The authority and necessity for UCCS to develop a set of standard procedures to nominate a faculty to become a Distinguished Professor comes from the system-wide Administrative Policy Statement 1017 ([APS 1017](#)) effective July 1, 2020. Nomination Procedures (II.A.) include:

1. A call for nominations is issued each year by the president's office early in the fall term.
2. Recommendations must be submitted by the chancellors to president's office by August 1 of the following calendar year.
3. Each campus shall develop its own internal procedures for nominating individuals for distinguished professorships. Procedures shall require that nominations are:
 - a. Reviewed by the dean of the appropriate school or college, and
 - b. Screened by a committee of senior faculty members, typically distinguished professors, who shall advise the chancellor on the merits of each proposal.
4. Following campus review and approval by the chancellor, recommendations and supporting documentation, consistent with this APS, shall be submitted to the president's office.

2. The campus Office of Faculty Affairs administers the Distinguished Professor title. For questions on how this title is conferred, please contact the Office of Faculty Affairs (ofa@uccs.edu).

3. The campus process will begin with a mandatory “intention to nominate letter” submitted to the Associate Vice Chancellor for Faculty Affairs (AVCFA) at ofa@uccs.edu by **December 15 of the calendar year** at 5pm. The intent to nominate letter should include:

- Name of the nominee and nominator (if different)
- Nominee’s vita
- One-page executive summary that briefly explains the individual’s area(s) of expertise and professional accomplishments that warrant the title of Distinguished Professor.

4. The AVCFA may provide nominators and nominees with information regarding the scale, scope, and strategies for submitting a competitive dossier. The Office of Faculty Affairs will offer support to colleges with nominees in developing electronic dossier submission workflows in Watermark. The full dossier shall be provided to the dean of the school or college by **March 15 of the calendar year** at 5pm. The dossier should include information to assist campus reviewers to understand the nominee’s academic discipline and demonstrate accomplishments based on the stated criteria. Criteria and guidance for the dossier can be found in APS 1017.

- The nomination materials should be submitted electronically via Watermark to the dean. Directions for electronic submission may differ by college/school.

5. The dean will make an initial evaluation of the nomination. If the dean determines that the nomination has the merit to move forward, the dean will conduct their review, write a detailed letter of support, and forward the letter and complete dossier to the AVCFA as soon as it is complete, but no later than **April 15** of the calendar year.

6. The AVCFA will convene the advisory faculty committee which will review all nomination dossiers and advise the chancellor in writing of the committee’s recommendation for continuing the process for each individual candidate.

- The faculty committee will typically consist of five members.
- The members will be appointed by the chancellor based on guidance from the AVCFA on the availability of potential members.
- One of the members will be appointed as chair by the chancellor.
- The committee should be composed of Distinguished Professors. If there are extenuating circumstances and Distinguished Professors cannot form the committee, the AVCFA will reach out to President’s Teaching Scholars and other senior faculty who have received teaching and/or research awards to complete the five-person committee.
- A meeting of the review committee will be scheduled to review any Distinguished Professor nominations. If no nominations are received, the meeting can be cancelled.

7. The committee will conclude their deliberations by **May 15** and will forward their written recommendations and the dossier(s) to the chancellor (through the AVCFA) by that date.
8. The chancellor will have approval authority over the nomination(s). If the chancellor decides to forward the nomination(s) to the President's Office, the Office of Faculty Affairs will submit all documentation by **June 15 of the calendar year**.