

Application Procedures for Rank of Distinguished Professor

UCCS Procedures

Updated 9/19/2022

Overview: The title "distinguished" is intended to signify a select group of faculty members who are leaders in their respective fields as attested to by national or international recognition and/or their significant public service achievements. Distinguished Professor nominees are putting forward a dossier for evaluation to receive the top and final rank within the CU System.

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 effective September 1, 2018. <https://www.cu.edu/ope/aps/1017>

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.

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 process will begin with a mandatory "intention to nominate letter" submitted to the Associate Vice Chancellor for Research (AVC-R) at jsmith20@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
- A brief bullet point list of up to 5 examples of the nominee's achievements that demonstrate national or international recognition for distinguished research/creative work and/or that illustrate significant public service achievements. Limited to one page.

3. The intent to nominate letter will be reviewed by a subgroup of the "Research Faculty Advisory Board" and the "Committee on Research" who will make a recommendation in consultation with the AVC-R on whether the nomination meets the spirit of the criteria for Distinguished Professor. The recommendation is not binding, but serves as an initial litmus test that the nominator can use in deciding whether or not to proceed with a full dossier.

4. Nominators and nominees (identified in section 2) will be given access to current Distinguished Professors and the AVC-R to discuss the scale, scope, and strategies for submitting a competitive dossier.

5. The full dossier shall be provided to the dean of the school or college. The dossier and supporting materials should include information to assist campus reviewers to clearly understand the nominee's discipline. Criteria and guidance for the dossier can be found in the Administrative Policy Statement (APS 1017: Procedures for Implementing Regent Actions on Distinguished Professorships).

- The nomination materials should be submitted electronically to the dean. Directions for electronic submission may differ by college/school.
- The dean will make an initial evaluation of the nomination. Materials are due to the dean by **March 15** of the calendar year. 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 AVC-R as soon as it is complete, but no later than **April 15** of the calendar year.
- The only role for the AVCR is to convene the faculty committee which will review the entire proposal and advise the chancellor in writing of the committee's recommendation for continuing the process.

6. The faculty committee will consist of five members.

- The five members, one who will serve as Chair, will be appointed by the chancellor based on guidance from the AVCR on availability of potential members.
- The committee should be composed of Distinguished Professors. If there are extenuating circumstances and Distinguished Professors cannot form the committee, the AVCR 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. Intent to nominate can be submitted any time, but no later than December 15 of the calendar year. The full dossier is due to the dean by March 15. The dean must get a recommendation to the AVCR by April 15 of the calendar year. The appointed Chair will then convene the committee.

8. The committee is encouraged to consult with others (the nominator, discipline experts, librarians, etc.) for assistance in understanding discipline-specific aspects of the nominations received, such as size of the discipline, publication customs, appropriate reviewers, etc.

9. The committee will conclude their deliberations by **June 1** and will forward their written recommendations and the dossier(s) to the chancellor (through the Provost's Office) by that date.

10. 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 Provost's Office will submit all documentation by **July 1 of the calendar year**.