

ARTICLE 22

DISTINGUISHED PROFESSOR

Section 1. Criteria

The title of Distinguished Professor shall be awarded only to one already at the rank of professor at the University for five (5) or more years. The title of Distinguished Professor is an honor recognizing a career that demonstrates substantial professional accomplishments.

- A. Each department/school, or college without departments, shall develop criteria for distinguished professor including those expressed below in this section which cannot be implemented without approval by both the dean and the Provost. In colleges without departments, the entire college faculty functions as the departmental faculty.
- B. The applicant shall excel in teaching at the University at a level significantly beyond the current expectations for the rank of professor.
- C. The applicant shall excel in scholarly activity (pedagogical or discipline specific) or artistic performance at the University at a level significantly beyond the current expectations for the rank of professor, with a record that is widely recognized as being exemplary.
- D. The applicant shall have made sufficient contributions to the discipline to be nationally recognized.
- E. The applicant is expected to have demonstrated and maintained high standards of professional conduct.

Section 2. Applications

- A. Applications for Distinguished Professor can be made only by tenured bargaining unit members at the rank of professor. The full applications shall be submitted to the chair/director of the academic unit of the applicant, or the dean in colleges without departments, by the Monday after Spring Break in the spring semester. Applications shall include the following:
 - 1. Current vita;
 - 2. Narrative statement of qualifications;
 - 3. Supporting documentation, which shall include copies of publications and evidence of teaching quality, and which may include letters of support solicited by the nominee;

4. A proposed list of external reviewers, with at least six (6) entries. The list shall include the credentials of the potential reviewers and their relationship to the applicant;
5. Department/school or college criteria for Distinguished Professor;

B. An individual may submit an application no more than once every three (3) years.

Section 3. Department Level Procedures and Timelines

A. Departmental Distinguished Professor Review Committee

Within two (2) weeks of receiving an application, the department chair, school director or dean in colleges without departments shall call a meeting of those full time departmental bargaining unit members with at least three (3) years of full time service, excluding the applicant, to form the Departmental Distinguished Professor Review Committee. The committee shall elect a chair from among its members at this meeting.

B. External Review

The Departmental Distinguished Professor Review Committee shall compile a list of at least six (6) potential external reviewers from a list of external nationally recognized individuals in their discipline, including at least two (2) from the applicant's list. The chair/director of the academic unit and the dean may add other references if they wish. This combined list shall include the credentials of the potential reviewers and their relationship to the candidate. The candidate shall be apprised of the full list of names considered by the committee. The committee shall request review letters from the individuals on the combined list by the end of the spring semester. Letters of request shall include:

1. Department/school criteria for the title of distinguished professor;
2. Request that the reviewer address the context of the candidate's work as it relates to the discipline;
3. Candidate's vita and narrative statement;
4. Due date (beginning of the fall semester)

C. Departmental Review

The Departmental Distinguished Professor Review Committee shall review the application in the fall semester after receipt of the external review letters and shall determine by secret ballot its recommendation. Committee members not present for the deliberations are not eligible to vote. A two-thirds (2/3) majority of favorable votes is required for a positive recommendation.

The committee shall provide a letter of recommendation, positive or negative, to the chair/director or dean in colleges without departments by the end of week 6 of the fall semester. The chair/director or dean in colleges without departments shall make a separate recommendation, positive or negative, considered sequential, not hierarchical. These letters of recommendation shall include a summary of how the candidate meets or does not meet the criteria for the title of distinguished professor.

In colleges with departments, all recommendation letters and the application shall be submitted to the dean by the end of week 8 of the fall semester, with copies to the applicant.

If the applicant wishes, the application may be withdrawn before it is submitted to the dean.

In colleges without departments, Section 4 is bypassed, and all recommendation letters and the application shall be submitted to the Provost by the end of the fall semester.

Section 4. College Level Procedures and Timelines

This section does not apply to colleges without departments.

- A. Upon receipt of the recommendations, the dean of a college with departments shall convene the College Distinguished Professor College Review Committee by the end of week 9 of the fall semester and forward the recommendations to the committee chair. At this meeting, the committee shall elect a chair from its members.
- B. Each college faculty shall elect a College Distinguished Professor Review Committee to consider such recommendations. Only tenured bargaining unit members at the rank of Professor are eligible to serve.
- C. The College Distinguished Professor Review Committee shall review the recommendations in accordance with the following procedures:
 1. The committee shall consider each applicant individually;

2. No member of an applicant's department shall participate in the discussion or vote of an applicant;
3. Following discussion and deliberation of the individual candidate, the committee shall vote, with a two-thirds (2/3) majority of favorable votes constituting a positive recommendation;
4. Committee members not present for the discussion are not eligible to vote;
5. The committee may, if it wishes,
 - a. Interview the chair of the Departmental Distinguished Professor Review Committee;
 - b. Interview the department chair/school director;
 - c. Interview the applicant;

D. The committee shall write a letter of recommendation, positive or negative, for each applicant, to be forwarded to the dean by the end of week 12 of the fall semester, with copies distributed to the Departmental Distinguished Professor Review Committee, department chair/school director and the applicant. Letters must include a summary of how the candidate meets or does not meet the criteria for the title of distinguished professor.

E. If the recommendation of the College Distinguished Professor Review Committee is negative, the application (without external review letters) and all recommendation letters, positive or negative are returned to the applicant and the dean shall not make a recommendation. External review letters shall be held confidentially in departmental records.

F. The dean shall make a separate recommendation, positive or negative, considered sequential, not hierarchical, for those applicants who received a positive recommendation from the College Distinguished Professor Review Committee. The letter must include a summary of how the candidate meets or does not meet the criteria for the title of distinguished professor.

G. All recommendation letters and applications are forwarded by the dean to the Provost by the last day of the fall semester.

Section 5. University Level Procedures and Timelines

A. Upon receipt of the recommendations, the Provost shall convene the University Distinguished Professor Review Committee by the end of week 3 of the spring semester and forward the recommendations to the committee. At this meeting, the committee shall elect a chair from its members.

- B. The University Distinguished Professor Review Committee shall consist of six (6) Distinguished Professors chosen by lot by the Provost's office. Service on this committee shall last three (3) years and no person may serve on the committee for two (2) consecutive terms. The committee membership shall be rotated, so that each year two (2) distinguished professors will be selected by lot to replace the two (2) who are ending their three (3) year terms. Should a member of the committee be unable to fulfill their full term, the Provost's office shall select a replacement by lot to serve for the unexpired term.
- C. The University Distinguished Professor Review Committee shall review the nominations in accordance with the following procedures:
1. The committee shall consider each applicant individually;
 2. No member of an applicant's department (or college in colleges without departments) shall participate in the discussion or vote of an applicant;
 3. Following discussion and deliberation of the individual candidate, the committee shall vote, with a two-thirds (2/3) majority of favorable votes constituting a positive recommendation;
 4. Committee members not present for the discussion are not eligible to vote;
 5. The committee may, if it wishes,
 - a. Interview the chair of the Departmental Distinguished Professor Review Committee;
 - b. Interview the department chair/school director;
 - c. Interview the chair of the College Distinguished Professor Review Committee;
 - d. Interview the applicant;
- D. The committee shall write a letter of recommendation, positive or negative, for each applicant, to be forwarded to the Provost by April 1st, with copies distributed to the dean, College Distinguished Professor Review Committee (if applicable), Departmental Distinguished Professor Review Committee, department chair/school director and the applicant. Letters must include a summary of how the candidate meets or does not meet the criteria for the title of distinguished professor. If the recommendation is negative, the application (without external review letters) and all recommendation letters, positive or negative, are returned to the applicant and the Provost shall not make a recommendation.
- E. The Provost shall make a separate recommendation, positive or negative, for those applicants who received a positive recommendation from the University Distinguished Professor Review Committee. If the recommendation is positive, it is forwarded to the President for approval. If the recommendation is negative, the application (without external review

letters) and all recommendation letters, positive or negative, are returned to the applicant and the President shall not make a recommendation.

If the President approves, the recommendation is forwarded to the Board for consideration at the next Board meeting. Once approved by the Board, the title becomes effective at the beginning of the following fall semester;

- F. The successful applicant(s) shall be recognized by the University community at an appropriate public event.

Section 6. Record Keeping Requirements

After the review process is complete, records shall be maintained in the following manner:

- A. In all cases, external review letters shall be held confidentially in departmental records.
- B. For successful applications, application files shall be held confidentially in departmental records.
- C. For unsuccessful or withdrawn applications, application files shall be returned to the applicant.

Section 7. A minimum compensatory award specified in Article 16 shall be added to the successful nominee's base salary.