The title of Distinguished Professor is the highest honor Pace University bestows upon a faculty member who has a sustained record of extensive, extraordinary contributions in research, teaching and service. The title may be awarded to at most two faculty members each year. Recipients will retain the title throughout their appointment at Pace. For 5 years following the initial appointment, the Distinguished Professor will normally teach not more than twelve credits per year.

The release time towards teaching will be reviewed during the fifth year following appointment, and then subsequently reviewed every 3 years by the College/School Dean and also by the college or school’s Scholarship Released Time Review Committee.

The recipient will receive an annual contribution to his or her research fund account for a period of five years. The contribution will be $3,000 when the Distinguished Professor title is awarded, and $1,000 per year for four more years.

At some time during the academic year following the appointment, the Distinguished Professor will be expected to offer a university-wide lecture on a scholarly topic of his/her choice to the entire Pace community and open to the general public.

**Basic Qualifications for Nomination:** The candidate must be a tenured full professor at Pace for at least four years at the time of nomination. In exceptional circumstances, the Distinguished Professor title may be employed, upon recommendation of the Provost incorporating expedited review with the University Distinguished Professor Advisory Committee, consideration by the President, and confirmation by the Board of Trustees, to recruit new senior faculty of exceptional stature and with the potential to substantially advance Pace University’s mission. The designation of Distinguished Professor recognizes
a combination of extensive, extraordinary research and scholarship, outstanding teaching, and exemplary service to the university, community and the faculty member's professional field.

**Nomination:** Nominations for the title of Distinguished Professor should be received in the Office of the Provost before May 1 of each academic year. A nomination letter (at most 5 pages in length) is written by a department chair or designated departmental representative following consultation with or initiation of the matter by the department faculty. A preliminary dossier (containing the CV, select publications and the nomination letter) is forwarded to the school dean for a recommendation. Nomination letters can also come from any other Pace faculty members. In all cases, an accompanying letter from the candidate’s dean is required. Self-nominations are not accepted. Nominations received after May 1 will be not be considered. Electronic submissions are encouraged.

**Dossier:** Nominated faculty will be notified in late May, and if they wish to pursue the application further, the school dean (or designee) will be requested to prepare and submit a revised dossier before October 15, which will include:

- A comprehensive curriculum vitae of the nominee, describing all pertinent research, teaching, and service activities.
- The Nomination letter
- Submission of a few select publications/creative works which made special impact is encouraged.
- A three-page statement prepared by the nominee that speaks to the award criteria discussed in “Basic Qualifications for Nomination,” above.

Materials to be added to the dossier by the Provost's office before the meeting of the University Distinguished Professor Advisory Committee shall include:

- 2 to 4 letters of support from Pace faculty.
- 3 to 5 letters of evaluation from external colleagues who are experts in the nominee’s disciplinary area and can evaluate scholarly impact. These letters are solicited by the dean (or designee).
- A brief paragraph describing the qualifications of each of the external evaluators.
**Evaluation:** A University Distinguished Professor Advisory Committee will be comprised of:

- 2 full professors (elected by the location Faculty Councils)
- 1 full professor (elected by the Law School faculty)
- 2 Distinguished Professors (chosen by the Provost)

The committee will be chaired *ex officio* by the Provost. Committee members will serve for two-year terms.

The Committee will review all the submitted materials, and make a recommendation to the Provost. If the Provost agrees with the recommendations of the Committee and determines that a candidate has the qualifications required for appointment to Distinguished Professorship, the nomination will be forwarded to the President for review and action. If the President’s review is favorable, the President recommends the candidate’s appointment to the Board of Trustees, in time and for an announcement at the May commencement ceremony.

**Questions and Submissions:** Contact Dr. Adelia Williams, Office of the Provost (awilliams@pace.edu)