

# PACE UNIVERSITY DISTINGUISHED PROFESSOR

Updated policy as of 08/10/21

The title of Distinguished Professor is the highest honor Pace University bestows upon a faculty member who has a clearly established and sustained record of extensive, extraordinary contributions in scholarship/creative works, teaching and service, and making an exceptional contribution toward the continued advancement of the University.

Given the exceptional qualifications required, the number of Pace University Distinguished Professors should be small (approximately fifteen).

Consistent with the aim of recognizing and supporting exceptional achievement, effective July 1, 2021, appointments as Distinguished Professor will be made for a period of five (5) years; reapplication is required after five years. Renewal of the appointment is dependent upon the Distinguished Professor's continued record of exceptional performance. Those who wish to re-apply must follow the full application process. Further, given the highly selective nature of this award, effective in 2021, a call for nominations will be announced by the Provost's Office every other year.

When the Distinguished Professor title is awarded, recipients receive a one-time contribution to their research fund account of \$3,000. The funds are provided to support awardees' continued accomplishments and professional goals as outlined in their application materials.

During their appointment, Distinguished Professors are expected to make special contributions to the intellectual advancement of their home departments and schools, as well as to the University as a whole. For example, during the academic year following the appointment, the Distinguished Professor will offer a lecture on a scholarly topic of his/her choice to the entire Pace community and the public. The Distinguished Professor may also be appointed as Grand Marshal for commencement ceremonies, and may be asked to take on additional leadership opportunities at the discretion of the Provost.

**Criteria for Nomination:** 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. The candidate must be a tenured full professor at Pace for at least four (4) years at the time of nomination. In exceptional circumstances, the Distinguished Professor title may be employed to recruit new senior faculty of exceptional stature who have the potential to substantially advance Pace University's mission. In this circumstance, a recommendation is required by the Provost and will necessitate incorporating expedited review with the University Distinguished Professor Advisory Committee, consideration by the President, and confirmation by the Board of Trustees.

**Nomination Process:** Nominations for the title of Distinguished Professor should be submitted by June 1 to [interfolio@pace.edu](mailto:interfolio@pace.edu). **Nominations received after June 1 will not be considered.** A nomination letter (at most five pages in length) must be written and submitted by a department chair, school dean, other Pace faculty members, or designated representative following consultation with or initiation of the matter by the department faculty. **Self-nominations are not accepted.**

**Application Materials/Dossier:** Nominees will be informed about their nomination in August. Nominees who wish to pursue the application must work with their school dean (or designee) to develop the required dossier materials and submit the complete dossier by December 15. **Incomplete applications will not be considered.**

Dossier materials required for submission to [interfolio@pace.edu](mailto:interfolio@pace.edu) include:

- A comprehensive curriculum vitae of the nominee formatted according to a Pace University [standardized template](#) (found on the Provost website, Policies and Forms), describing all pertinent research, teaching, and service activities;
- A 3-page statement prepared by the nominee that speaks to the award criteria provided in the “Criteria for Nomination” section of this policy document;
- Submission of at least 3 but no more than 5 select publications/creative works as supporting evidence for the award criteria;
- A 3-5 page statement of the nominee’s goals or work plan for their five-year Distinguished Professor term;
- 2-4 letters of support from Pace faculty. These letters are solicited by the nominee in collaboration with the Dean;
- Summary of student course evaluations.
- The names, contact information and qualifications of 5-10 external evaluators who can provide analysis of the nominee’s accomplishments and goals for the Distinguished Professor term. Evaluators are identified and chosen by the nominee in collaboration with the Dean. **Letters from external evaluators are confidential and solicited by the Dean’s office.**

**Dean Responsibilities:** The dean or designee is responsible for submitting the dossier on behalf of the nominee to [interfolio@pace.edu](mailto:interfolio@pace.edu) by **December 15**. It is the dean or designee’s responsibility to ensure that the dossier contains the required elements identified above. In addition, the dean or designee must submit:

- The original nomination letter(s);
- Dean recommendation letter;
- Minimum of five (5) confidential letters of evaluation from external colleagues who are experts in the nominee’s disciplinary area and have provided analysis of the nominee’s accomplishments and goals for the 5-year Distinguished Professor term.

**Evaluation:** A University Distinguished Professor Advisory Committee comprised of five Distinguished

Professors chosen by the Provost will evaluate the full dossiers. The committee will be chaired *ex officio* by the Provost or a representative of the Provost's Office. Committee members will serve two-year terms. The Committee will review all submitted materials and submit a recommendation to the Provost by using an appropriate form found on the Provost's Office website in [Policies and Forms](#). If the Provost agrees with the recommendations of the Committee and determines that a candidate has met the qualifications required for appointment to Distinguished Professorship, the Provost forwards the recommendation 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:** [interfolio@pace.edu](mailto:interfolio@pace.edu)