

TIMETABLE OF PROCEDURES FOR DISTINGUISHED PROFESSOR

June

June 1 Nominations Deadline: Nominations for the title of Distinguished Professor should be received by June 1 of each academic year. Nominations should be sent to interfolio@pace.edu and must include the initial nomination letter. **Nominations received after June 1 will not be considered. Self-nominations will not be accepted.**

August

Notification is sent to nominated candidates.

Distinguished Professor committee members are chosen by the Provost's Office and Calendar invites to Distinguished Professor committee of deliberations meeting date are sent.

By August 31: The Candidate notifies The Faculty Center (akimmel@pace.edu) if they wish to pursue application for Distinguished Professor.

October

By October 1: The Candidate submits 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 to Dean or designee. 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. These letters are due December 1.**

December

By December 15: On behalf of the candidates, **Deans** (or designee) submit candidates' full dossiers to interfolio@pace.edu. Nominees must work with their school dean (or designee) to develop the required dossier materials. The below requirements are gathered/developed by the candidate:

- 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 below requirements are gathered by the School Dean (or designee):

- The Nomination letter;
- Dean recommendation letter;
- 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's office. Names of evaluators are chosen by the nominee in collaboration with the Dean.

By December 23: Distinguished Professor cases are created in Interfolio.

January

By January 6: Distinguished Professor committee and Provost's Office receive access to the Distinguished Professor cases in Interfolio.

Last Wednesday in January Annually: Distinguished Professors Committee Deliberations meeting (90 min).

February

By February 28: Evaluations, using the appropriate form, from the Distinguished Professor committee are due to the Associate Provost of Academic Affairs.

March

By March 15: Recommendation letter from Associate Provost of Academic Affairs is due.

May

May: After Board of Trustees meeting, Candidate receives notification of the award from the President of Pace University.

FORMATTING GUIDELINES

The following formatting guidelines apply to the following documents in your application: Criteria for Nomination 3-page statement; Workplan 3-5 page statement; Summary of student course evaluations; Nomination letter; and Dean recommendation letter.

- Heading on each page: Last name, First initial top right corner
- Font size: 11 PT
- Spacing: 1.5 lines
- Page margins: 1 inch all around