

PACE UNIVERSITY
DISTINGUISHED PROFESSOR

in Effect June 2023

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 their research fund account for a period of five (5) years. The contribution will be \$3,000 when the Distinguished Professor title is awarded, and \$1,000 per year for four (4) 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 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 (4) 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 (via the Faculty Center interfolio@pace.edu) before **July 1 of each academic year**. A nomination letter (at most 5 pages in length, using a letterhead, in PDF format) is written by a department chair or designated departmental representative following consultation with or initiation of the matter by the department faculty. Nomination letters can also come from any other Pace faculty members. In all cases, a letter from the candidate's dean is required later in the process. Self-nominations are not accepted. **Nominations received after July 1 will not be considered.**

Dossier: Nominated faculty will be notified at the end of July, and if they wish to pursue the application further, they will need to prepare and submit a dossier before **October 1**, which will include:

- A comprehensive curriculum vitae of the nominee, describing all pertinent research, teaching, and service activities
- The Nomination letter and a Dean's recommendation 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
- 2 to 4 letters of support from Pace faculty
- The names, contact information and qualifications of external evaluators who are experts in the nominee's disciplinary area and can evaluate scholarly impact. 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.

Materials to be added by the Office of the Provost before the meeting of the University Distinguished Professor Advisory Committee shall include:

- 3 to 5 confidential 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 Associate Provost, who then makes a recommendation to the Provost. If the Provost agrees with the recommendations 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 the Faculty Center via interfolio@pace.edu.

TIMETABLE OF PROCEDURES 2023-2024

By July 1: Nominations for the title of Distinguished Professor should be received by July 1. Nominations should be sent to the Faculty Center (interfolio@pace.edu). **Nominations received after July 1 will not be considered. Self-nominations will not be accepted.** A nomination letter (at most 5 pages in length, using a letterhead, in PDF format) is written by a department chair or designated departmental representative following consultation with or initiation of the matter by the department faculty. Nomination letters can also come from any other Pace faculty members.

By July 31: Notification of nomination is sent to the nominee.

By August 15: The Nominee notifies the Faculty Center if they wish to pursue application for Distinguished Professor.

By October 1: The nominee submit full dossiers to the Faculty Center:

- A comprehensive curriculum vitae of the nominee, describing all pertinent research, teaching (including a list of courses taught and all course evaluations from the last 5 years), 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
- 2-4 letters of support from Pace faculty (these letters are solicited by the nominee)
- The Nomination letter and Dean’s recommendation letter
- A list of names, contact information and qualifications of external evaluators who can provide an analysis of the nominee’s accomplishments. Letters should be submitted to the nominee’s Dean or other designee, such that 3-5 letters from external evaluators are received. 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.

By October 31: Dean or designee solicits evaluators from nominee’s list (i.e. external colleagues who are experts in the nominee’s disciplinary area and can evaluate scholarly impact). Letters from evaluators are due December 1.

By November 15: Distinguished Professor committee members are chosen, and Calendar invites are sent of the deliberations meeting date. Members of the committee should serve 2-year terms.

By December 1: Letters from external evaluators are due. These letters are then forwarded from the Dean's office to the Faculty Center to be added to each nominee's case.

By December 8: Distinguished Professor cases are created in Interfolio. The Distinguished Professor committee and Office of the Provost receive access to the Distinguished Professor cases in Interfolio.

By January 31: Distinguished Professor Committee Deliberations meeting (90 min).

By February 10: Evaluation and recommendation letter(s) from the Distinguished Professor committee are due to the Associate Provost of Academic Affairs.

By February 20: Recommendation letters from the Associate Provost of Academic Affairs are due to the Provost.

March: After Board of Trustees meeting in March, Nominee receives notification of the award from the President of Pace University.

RECOMMENDED FORMATTING GUIDELINES

The following formatting guidelines are recommended for the 3-page statement and the summary of student course evaluations.

- Heading on each page: Last name, First initial top right corner
- Font size: 12 PT (Times New Roman or similar)
- Spacing: 1.5 lines
- Page margins: 1 inch all around