

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/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 facultycareerdev@pace.edu by **August 26, 2025**. A nomination letter (at most 5 pages in length, using 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 August 26 will not be considered.**

Dossier: Nominated faculty will be notified, and if they wish to pursue the application further, they will need to prepare and submit a dossier. See below of the timeline and what the dossier should include.

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 Haub Law faculty)
- 2 Distinguished Professors (chosen by the Provost)

The Provost will chair the Committee in an ex officio capacity. Committee members will serve for two-year terms.

The Committee will review all the submitted materials, and make a recommendation to the Senior Advisor to the 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 at facultycareerdev@pace.edu.

TIMETABLE OF PROCEDURES 2025-2026

Distinguished Professor

2025

By August 26, EOB: Nominations for the title of Distinguished Professor should be sent to the Faculty Center (facultycareerdev@pace.edu). **Nominations received after August 26 will not be considered. Self-nominations will not be accepted.** A nomination letter (at most 5 pages in length, using letterhead in PDF format) can be written by a Department Chair or a 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 September 2, EOB: Notification of nomination is sent to the nominee.

By September 9, EOB: The nominee notifies the Faculty Center if they wish to pursue application for Distinguished Professor.

By October 14, EOB: The nominee submits a full dossier to the Faculty Center:

- A comprehensive curriculum vitae 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 “Basic Qualifications for Nomination” section of this policy document. Following the formatting guidelines:
 - Heading on each page: last name, first initial top right corner
 - Font size: 12 PT (Georgia or similar)
 - Spacing: 1.5 lines
 - Page margins: 1 inch all around
- 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).
- A list of names, contact information, and qualifications of external evaluators who can provide an analysis of the nominee’s accomplishments. Evaluators are identified and chosen by the nominee in collaboration with the Dean. Letters from external evaluators are confidential and solicited by the Faculty Center.

By October 28, EOB: The Faculty Center solicits evaluators from nominee's list, and emails the nominee's Dean to receive a letter of recommendation. **Letters from evaluators and Dean are due December 2.**

By November 4, EOB: Distinguished Professor committee members are chosen, and deliberation meeting date invites are sent. Members of the committee should serve 2-year terms.

By December 2, EOB: Letters from external evaluators are due. Dean's recommendation letter is due.

By December 16, EOB: Distinguished Professor applications are sent to the Distinguished Professor Committee and the Office of the Provost.

2026

By January 20: Distinguished Professor Committee Deliberations meeting (90 min) via Zoom.

By February 10, EOB: Recommendation letter(s) from the Distinguished Professor Committee are due to the Senior Advisor to the Provost.

By March 3, EOB: Recommendations from the Senior Advisor to the Provost are due to the Provost.

By April 30: After Board of Trustees meeting, nominee receives notification of the award from the Senior Advisor to the Provost.