

**PACE UNIVERSITY**  
**DISTINGUISHED PROFESSOR**

Information Session 2024

Questions and Submissions: Faculty Center at [interfolio@pace.edu](mailto:interfolio@pace.edu)

# DISTINGUISHED PROFESSOR PROCESS

- Updated policy went into effect June 2023
- Link to the the [Distinguished Professor webpage](#) on the Office of the Provost website
- The candidate must be a tenured full professor at Pace for at least four (4) years at the time of nomination
- **Nominations** for the title of Distinguished Professor should be received in the Office of the Provost via The Faculty Center ([interfolio@pace.edu](mailto:interfolio@pace.edu)) by **July 23, 2024**.
  - At most 5 pages in length, using letterhead, in PDF format
  - Written by a Department Chair or designated departmental representative
  - Self-nominations are not accepted
  - **Nominations received after July 23 will not be considered**

# DISTINGUISHED PROFESSOR AWARD

- The title may be awarded to at most 2 faculty members each year.
- Recipients will retain the title throughout their appointment at Pace.
- For 5 years, the recipient will normally teach not more than 12 credits per year.
  - Release time will be reviewed during the 5<sup>th</sup> year and then subsequently reviewed every 3 years by the Dean and by the college/school's Scholarship Released Time Review Committee.
- The recipient will receive an annual contribution to their research fund account for 5 years: \$3,000 1<sup>st</sup> year and \$1,000 per year for 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

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.

# DOSSIER

## Due October 1

- A comprehensive CV that describe pertinent research, teaching, and service activities.
- Dean's recommendation letter. – Faculty Center will reach out to the Dean of the nominee to get the letter
- Submission of a few select publications/creative works that made special impact is encouraged. – up to 5
- 3-page statement prepared by the nominee that speaks to the award criteria discussed in Basic Qualifications slide previously
- 2 to 4 letters of support from Pace faculty
- 5-8 names, contact information, and qualifications (short bio) 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 Faculty Center.
  - Evaluators do not have satisfy arms-length relationship. They just must be external to Pace.

# Materials to be added by the Office of the Provost

- The Nomination letter
  - The nominee will have access to a folder on One Drive with the full dossier (except for the confidential letters). The nominee won't have access to their case on Interfolio.
- 3 to 5 confidential letters of evaluation from external colleagues who are experts in the nominee's disciplinary area and can evaluate scholarly impact.
- A brief paragraph describing the qualifications of each of the external evaluators.

# EVALUATION

## **Distinguished Professor Committee**

- 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 2-year terms.

- The Committee will review all the submitted materials
- The Committee makes a recommendation to the Associate Provost of Academic Affairs
- APAA makes a recommendation to the Provost
- Provost, if agrees, forwards to the President
- If the President agrees, they recommends to the Board of Trustees, in time for an announcement at the May commencement ceremony.