



Office of the Provost

PACE UNIVERSITY DISTINGUISHED PROFESSOR

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 one faculty member each year. Appointment to the rank of Distinguished Professor will be made only if it is clearly established that the individual is committed to sustaining a record of exemplary intellectual/creative accomplishments.

The recipient will receive a one-time contribution to his or her research fund account in the amount of \$3,000 when the Distinguished Professor title is awarded.

By nature of the appointment of Distinguished Professor, individuals 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. 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 of his/her choice to the entire Pace community and open to the general public. The Distinguished Professor may also be appointed as Grand Marshal for commencement ceremonies, and may also be asked to take on additional leadership opportunities at the discretion of the Provost.

Basic Qualifications for Nomination: The candidate must be a tenured full professor at Pace for at least four years at the time of nomination. In exceptional circumstances, the Distinguished Professor title may be employed to recruit new senior faculty of exceptional stature, and with 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. 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 by May 1 of each academic year. Nominations sent to the Office of the Provost must include the initial nomination letter, preliminary dossier, and a dean recommendation letter. Nominations received after May 1 will be not be considered.

A nomination letter (at most, five pages in length) must be 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. **Self-nominations are not accepted.**

A preliminary dossier (containing the CV, select publications and the nomination letter) must then be forwarded to the school dean for a recommendation prior to submission to the Office of the Provost.

In all cases, an accompanying letter from the candidate's dean is required. Nominations should be sent to provost@pace.edu

Dossier: Nominated faculty will be notified in late May about their nomination. If they wish to pursue the application further, the school dean (or designee) will be asked to prepare and submit a revised dossier by October 15 via **Interfolio**, which will include:

- A comprehensive curriculum vitae of the nominee formatted, according to a [standardized template](#), describing all pertinent research, teaching, and service activities;
- The Nomination letter;
- Submission of at least three but no more than five select publications/creative works which made special impact;
- A three-page statement prepared by the nominee that speaks to the award criteria discussed in “Basic Qualifications for Nomination,” above;
- Two to four letters of support from Pace faculty;
- Summary of student evaluations;
- Three to five 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:

- Two full professors (elected by the location Faculty Councils)
- One full professor (elected by the Elisabeth Haub School of Law School faculty)
- Two Distinguished Professors (chosen by the Provost)

The committee will be chaired *ex officio* by the Provost or a representative of the Provost’s Office. Committee members will serve for two-year terms.

The Committee will review all the submitted materials, and make a recommendation to the Provost. If the Provost agrees with the recommendations of the Committee 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: provost@pace.edu