

Nominating Faculty for the Rank of Distinguished Professor UCCS Procedures

1. The authority and necessity for UCCS to develop a set of standard procedures to nominate a faculty to become a Distinguished Professor comes from the system-wide Administrative Policy Statement dated March 1, 2006.

<http://www.cusys.edu/policies/Academic/Distinguished-Professors.pdf>

Each campus will develop internal procedures for nominating Distinguished Professors, consistent with Regent policy which specifies that such nominations:

- **Must be reviewed by the dean of the appropriate school or college, and**
- **Must be screened by a committee of senior faculty peers who will advise the chancellor on the merits of each proposal.**

Following campus review and approval by the chancellor, recommendations and supporting documentation will be submitted to the President's Office.

2. The campus process will begin with a nomination to the dean of the school or college of a faculty member for designation to Distinguished Professor. Anyone may nominate a faculty member for this honor including the nominee. Criteria and guidance for the dossier can be found in the Administrative Policy Statement.

- The dean will make an initial evaluation of the nomination. If the dean determines that the nomination has the merit to move forward, the dean will inform the Associate Vice Chancellor for Research (AVCR) about the nomination and send forward the supporting documentation/dossier.
- The only role for the AVCR is to convene the faculty committee which will review the entire proposal and advise the chancellor in writing of the committee's recommendation for continuing the process.

3. The faculty committee will consist of five members.

- The five members will be appointed by the chancellor
- As long as the campus has no Distinguished Professor's the membership of the committee will include five active faculty who have been selected as President's Teaching Scholars (PTS)

- As the campus designates Distinguished Professors, a President's Teaching Scholar will be replaced by a Distinguished Professor, e.g. if the campus has two Distinguished Professors, the committee will consist of these two faculty and three PTS faculty, if there are three Distinguished Professors there would be these three faculty and two PTS scholars
- When the campus reaches a level of five active Distinguished Professors, the entire committee will be composed of only Distinguished Professors

4. The call for nominations comes out every September 15. Campus nominations can be submitted any time after this date, but the dean must get his/her recommendation to the AVCR by March 15 of the following semester. The AVCR will convene the committee.

5. The five member committee will conclude their deliberations by May 1 and will forward their written recommendations and the dossier to the chancellor by that date.

6. The chancellor will have approval authority over the nomination. If the chancellor decides to forward the nomination to the President's Office, he/she will submit all documentation by July 1.