

Nominating Faculty for the Rank of Distinguished Professor

UCCS Procedures

Updated 9/2018

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 effective September 1, 2018.

<https://www.cu.edu/policies/aps/academic/1017.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 members, typically distinguished professors, who shall 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. Within the nomination letter, the nominator should include information to assist campus reviewers to have an understanding of the nominee's discipline. Criteria and guidance for the dossier can be found in the Administrative Policy Statement (APS 1017: Procedures for Implementing Regent Actions on Distinguished Professorships).
 - 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 immediately and send forward the supporting documentation/dossier once it is complete, but no later than March 1.
 - 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 based on guidance from the AVCR on availability of potential members..
 - The entire committee should be composed of Distinguished Professors. If there are extenuating circumstances and five Distinguished Professor cannot form the committee, the AVCR will reach out to President's Teaching Scholars to complete the five-person committee.
 - A standing committee meeting of the Distinguished Professors on campus should be scheduled during the first week of April each year to review any Distinguished Professor nominations. If no nominations are received, the meeting can be cancelled.
4. The call for nominations comes out in early fall. Campus nominations can be submitted any time after this date, but the dean must get his/her recommendation to the AVCR by March 1 of the following semester. The AVCR will convene the committee.
5. The five-member committee may consult with others (discipline experts, librarians, etc.) for assistance in understanding discipline-specific aspects of the nominations received, will conclude their deliberations by May 1, and will forward their written recommendations and the dossier(s) to the chancellor (through the Provost's Office) by that date.
6. The chancellor will have approval authority over the nomination(s). If the chancellor decides to forward the nomination(s) to the President's Office, the Provost's Office will submit all documentation by July 1.