CHANGE IN TITLE
PROFESSOR to DISTINGUISHED PROFESSOR

Nomination Process:

Please review the nomination guidelines in the link below

http://www.cuny.edu/about/alumni-students-faculty/faculty/dp/guidelines.html

Please note the deadline dates for submissions:

- For consideration to the Board of Trustees at its January Meeting:
  - To the College Office of the Provost no later than September 1
  - To the Executive Vice Chancellor and University Provost no later than October 1

- For consideration to the Board of Trustees at its June Meeting:
  - To the College Office of the Provost no later than February 1
  - To the Executive Vice Chancellor and University Provost no later than March 1

College Process:

1. The Department P&B will forward the following materials to the chair of the Executive Committee of the College P&B:
   - indication of support from the department P&B
   - candidate’s current cv checked for accuracy and completeness
   - a list of potential reviewers

2. Upon receiving the Executive Committee’s approval to proceed with the nomination process, the Department P&B will collect and submit to the Executive Committee:
   - a minimum of 12-15 external evaluations accompanied by the vitas of the evaluators
   - documentation of the processes used for submission including an account of the process by which the external evaluators’ letters were solicited
   - representative samples of the candidate’s scholarly and/or creative work
   - any additional evidence of exceptional performance by national and international standards of excellence
   - one (1) set of original materials and documents unbound and unstapled
   - four (4) copies of bound materials
   - a minimum of four (4) copies of any published supporting materials (books, manuscripts, journals, etc.)

3. The Executive Committee will deliver to the Office of the College Provost the above materials
4. The Provost Office will forward to the Executive Vice Chancellor and University Provost the above materials and a
   • letter of recommendation from the College President
   • letter of recommendation from the College Provost

5. The results of the meeting of the University Board of Trustees will be published in their minutes 3-4 weeks after their meeting. (The Board’s decision is typically about four (4) months after the submission deadline.)

6. After the candidate has been named, the candidate’s Department Chair will confirm with OHR the candidate’s new title and salary and initiate the ePAF.

*Please note that the candidate should indicate whether their materials/publications are to be returned.*