

Distinguished Professor Nomination Procedure

1. Department P&B nominates a candidate for Distinguished Professor consideration.
2. The department chair sends a nomination letter, CV of the candidate, and the list of possible reviewers to the Academic Dean for review.
3. If the dean makes a positive recommendation, the materials are sent to the College P&B Executive Committee for review. If the dean does not make a positive recommendation, the department can make an appeal directly to the Provost.
4. If the College P&B Executive Committee makes a positive recommendation, the department should reach out to the Associate Provost for Academic and Faculty Affairs for details on organizing/collecting materials in the format required by CUNY.
5. The department then reaches out to the external reviewers & begins to collect all application materials & organizes them per CUNY's format and submission requirements. A link to the CUNY Board of Trustees policy on Distinguished Professors containing these requirements can be found here: https://policy.cuny.edu/policyimport/manual_of_general_policy/article_v_faculty_staff_and_administration/policy_5.062_distinguished_professors/document.pdf.
6. The complete application is sent to the Academic Dean for review.
7. If the dean makes a positive recommendation, the complete application is sent to the College P&B Executive Committee for review. If the dean does not make a positive recommendation, the department can make an appeal directly to the Provost.
8. If the College P&B Executive Committee makes a positive recommendation, the complete application is sent to the Provost's Office (Associate Provost for Academic & Faculty Affairs) for Provost and President approval.
9. Upon Provost & President approval, the Associate Provost submits recommendation letters on behalf of the QC President & Provost to CUNY Office of Academic Affairs – Executive Vice Chancellor along with the completed application.
10. The Executive Vice Chancellor and University Provost will request additional supporting materials if the external evaluations are deemed insufficient.
11. The Distinguished Professor Selection Committee reviews the complete application and makes their recommendation to the Executive Vice Chancellor and University Provost, who will send the final recommendations to the Chancellor for review and submission to the Board Committee on Faculty, Staff, and Administration, including the Executive Vice Chancellor and University Provost, with eventual approval required by the University Board of Trustees.
12. The QC Provost will inform the dean and chair of the Board's decision.
13. The approved action is effective on the first day of the subsequent month with an appointment end date of August 31. (The annual reappointment term is September 1 through August 31.)
14. The academic department will confirm with Human Resources the salary and initiate the ePAF.

NOTE: There is no submission deadline; nominations are accepted on a rolling basis. This process can take anywhere from two to four semesters, excluding summer.