**Checklist for Distinguished Professor Nominations**

Please note that the guidelines on the CUNY website (<http://www.cuny.edu/about/people/faculty/dp/guidelines.html>) provide detailed information on selection criteria and other matters. The purpose of the checklist below is to summarize and clarify the materials that are to be included in the nomination/application packet. The checklist is intended to assist everyone who is involved with preparing the packet for submission.

The materials generally fall within two categories: supporting documents that originate with the candidate and the college, and letters from external referees.

**Nominee’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nominee’s College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Submission to OAA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPPORTING MATERIALS FROM THE COLLEGE AND THE CANDIDATE**

 **Please**

 **check**

* Complete CV of the candidate, with full listings of degrees, positions held, and all relevant

 publications.

* Letter from college President
* Letter from CAO
* Letter from Department Chair
* Documentation of votes by all committees that voted on the nomination, with dates, committee

 names, and vote totals.

* The candidate’s publications or a significant sample of them (including all books and major

 articles). Articles can be supplied in hard copy or electronically. Books should be supplied in

 multiple copies (ideally four copies of each) if at all possible.

**LETTERS FROM EXTERNAL REVIEWERS**

**The guidelines state: “**Campuses should seek at least ten (10) external letters of evaluation from full professors or people of comparable standing outside the academy who are widely recognized authorities in the nominee’s field and can provide objective analyses of the nominee’s qualifications. As part of the nomination materials sent to the University, the campuses should provide the evaluating committee with each reviewer's vita. The review letters should include a comparison of the nominee to a specific list of other distinguished scholars in the field and provide a clearly articulated rationale for the assessment. Reviewers should acknowledge any prior contact with the nominee; they should not ordinarily be coauthors with the candidate, and they cannot be from any CUNY college.”

**To summarize:**

* There must be at least ten letters from referees that satisfy the qualifications listed in the next four bullets. It is wise to request letters from more than ten referees, because some might decline or fail to produce letters on time or it may be found that a letter reveals disqualifying connections with the candidate (such as having coauthored articles).
* For some candidates, referees from outside the academy may be appropriate. However, the majority of the letters should always be from individuals employed in institutions of higher education.
* Referees must be full professors or the equivalent with very distinguished careers (e.g., holders of named chairs).
* Given that Distinguished Professors are supposed to have national and, where appropriate, international reputations, it is wise to have the letters come from a geographically wide selection of institutions.
* Referees may **not** include any of the following: CUNY faculty members, people who have collaborated with the candidate on research or publications, people who served on the candidate’s dissertation committee, or people who have a close relationship with the candidate (e.g., relatives or business partners).
* The letter from the candidate’s department chair requesting letters from referees should be included; the letter should be neutral in tone and should not suggest that referees extol the candidate and his or her work.
* Also included should be a description of the entire process used in obtaining the letters.
* Colleges should supply a master list of referees, with their titles (see form below). CVs for each referee must be included.
* Colleges should ask referees who respond by email to send a PDF of their letter on their institution’s letterhead.

**Master List of External Referees** (please complete)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  # | Name | Current Rank | Current Institution | No Co-authoredPapers w/Nominee | Not on Nominee’s Dissertation Committee | No Other Close Relation-ship | CV |
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