

## **Guidelines for Distinguished Faculty Ranks**

### **Confidential Nomination Procedure**

#### Call for Nominations

Nominations can be made for the following Distinguished Faculty Ranks: Distinguished Professor, Distinguished Service Professor, Distinguished Teaching Professor, and Distinguished Librarian. Prior to March 15<sup>th</sup> of each year, Academic Affairs will issue via email a call for nominations, acting on behalf of the Distinguished Ranks committee. Additionally, the call will be posted on the Faculty Governance SharePoint site, website, or other platform. Students may nominate faculty for the rank of Distinguished Teaching Professor and will be informed of this opportunity via targeted emails from Student Affairs. The names of eligible faculty will be included with student notifications, and student nominations will be directed to the associated chair or dean for consideration.

#### Nomination

Nominations may be initiated by a colleague, supervisor or, for the rank of Distinguished Teaching Professor, a student. Faculty may not self-nominate.

All proposed nominations must receive support from the nominee's chair/dean and from the provost. If the nominator is not the nominee's supervisor, the nominator should consult the appropriate chair (or dean), who will then submit to the dean and provost the nominee's name, proposed distinguished rank, and brief rationale. The provost will provide consultation regarding the eligibility of the nominee and the potential success of the nomination prior to the development of the dossier.

By the end of the spring semester, the dean and provost will assess the nominee's eligibility and, if the nomination is determined to have merit, will authorize developing the dossier.

The nomination dossier will be prepared by the nominator or designee in conformance with the current SUNY guidelines. One copy of the dossier will be submitted to the provost's office by October 31st. All materials will be posted in a secure SharePoint folder for review by the committee.

### **Committee Composition**

Per the SUNY guidelines, the committee is to be selected by faculty governance, with the approval of the president. At the start of the fall semester, the Bylaws and Elections committee will issue a call for volunteers to serve on the committee. The call will be distributed to all faculty with the rank of Professor or Librarian who either have held that rank for at least five

years or have received a Chancellor's Award, as well as all current and emeritus distinguished faculty.

The president will select the committee members from the pool of volunteers. Faculty volunteers who have been nominated for distinguished rank for the current year will be excluded. Members will be chosen to ensure representation of the six academic divisions, with one member from each division and several additional distinguished faculty. Per SUNY guidelines, the presiding officer of the college faculty (or designee) will serve as a non-voting ex-officio committee member, and the president will designate a non-voting ex-officio representative. An additional staff person from Academic Affairs may serve as a non-voting ex-officio member to advise on process. Terms on the committee shall be for one academic year. There is no limit on the number of consecutive terms.

### **Review Procedure**

The committee will convene by the midpoint of the fall semester, select a chair, and conduct its reviews. Review of dossiers will be conducted according to the criteria in the SUNY guidelines for distinguished faculty ranks. Committee members who are writing a letter on behalf of a nominee may participate in deliberations on that nominee, but may not vote. Voting will be conducted by secret ballot. If the committee votes to advance a nomination, members of the committee will draft the endorsement letter with guidance from Academic Affairs staff. All materials must be submitted to the provost's office by the end of the fall semester.

### **Additional Responsibilities of the Committee**

During the spring semester, the committee will meet as needed to address such issues as potential changes to these procedures. Any such recommendations will be submitted to the executive committee of the university faculty for review by the Faculty Senate, which will then convey those recommendations to the provost and president.

Recommended by Distinguished Ranks Committee, 12 March 2019

Approved by Faculty Senate, 6 April 2019

Approved by Administration for Implementation, 14 April 2019

Revised to reflect current terminology, 4 March 2025