

THE COLLEGE OF STATEN ISLAND/CUNY  
Guidelines for the Nomination of Distinguished Professors  
March 30, 2009

The College of Staten Island (CSI) desires to increase the number of nationally and internationally recognized scholars. Consistent with CUNY policies, this will include the appointment of Distinguished Professors.

*“The title of Distinguished Professor is conferred on an individual by the University Board of Trustees in recognition of exceptional scholarly achievement. The purpose of these appointments is to recruit new faculty or retain existing faculty whose appointments enrich the University, especially when candidates require special incentives to influence their decision to accept an offer or to remain within the University. These appointments are expected to contribute to CUNY’s commitment to recruit and retain an excellent faculty representing a rich diversity of gender and ethnicity. “*

CUNY Nomination Guidelines for Distinguished Professor Revised  
June 5, 2007

Nominations for Distinguished Professor at CSI are normally generated by academic departments. Nominations may also come from the Deans, Provost, President, or faculty at large, in which case the department to which the nominee would be appointed is consulted as a first step in this process. Nominations may be internal for current CSI faculty or for external candidates that the college is seeking to hire. CUNY Guidelines state that: *“Nominations from colleges are expected to represent a balance between the number of Distinguished Professors recruited from outside the University relative to those appointed from internal CUNY candidates.”*

Individuals making nominations must consult the CUNY guidelines for Distinguished Professors (<http://web.cuny.edu/academics/oaa/distinguished.html>) and are urged to read the CUNY nomination guidelines, FAQ’s, history, and deadlines as well as to review the records of recent successful candidates in the disciplinary area in order to ensure alignment with university goals.

Nominations are considered in detail by the College of Staten Island Distinguished Professor Nominating Committee. This committee, chaired by the Senior Vice President for Academic Affairs/Provost, is composed of all Distinguished Professors on campus. Where there are fewer than three Distinguished Professors or where there is no Distinguished Professor from the nominee’s disciplinary area, the Provost will ask the divisional Dean(s) to nominate the most senior scholars who are at least full professors in order to have a committee composed of at least three faculty with at least one from a closely related disciplinary area.

If the nomination is considered meritorious by the committee, a member of the Distinguished Professor Nominating Committee, usually one whose field is close to that of the candidate, is charged with coordinating with the department the assemblage of the candidate's dossier. It will be the responsibility of the department to secure a current curriculum vitae and copies of publications. The committee member will communicate with the candidate and the department in selecting the reviewers. However, the letters of evaluation will be solicited by the Distinguished Professor committee member. The committee representative, in consultation with the department, will write an extensive summary statement on the candidate's career and scholarly accomplishments.

A minimum of ten external letters of evaluation are required. These letters must come from among the most senior national/international scholars in the candidate's discipline. The candidate may suggest up to four potential reviewers and the committee will use a maximum of two of these; at least eight additional reviewers are selected independently from among a pool of internationally recognized researchers recommended by senior scholars at CSI, CUNY, and other senior colleagues in a relevant field. Whenever possible, they should not be co-authors with the candidate and cannot be from any CUNY college. Evaluators should affirm, in the first paragraph of their recommendation, that they have no substantial connections with the candidate. The candidate may also provide the committee with a list of up to three names where a potential conflict of interest could exist and the committee will take this into consideration when selecting evaluators. The committee's role is to review the materials submitted in support of the nomination.

External candidates will be invited for a campus visit, will be interviewed by the Appointments Committee of the department they may be joining, and will meet with the Distinguished Professor Nominating Committee. Both internal and external candidates will be asked to make a public presentation of their recent work at which all interested faculty, staff, and students are welcome.

If the Committee's recommendation is negative, the committee will inform the candidate that it does not support the nomination. If the committee's recommendation is positive the file is forwarded to the College Personnel and Budget Committee for its recommendation. The vote of the College Personnel and Budget Committee is transmitted to the President with the complete dossier.

If the President decides to support the nomination, the College President will forward to the Executive Vice Chancellor and University Provost (1) a current c.v. checked for accuracy and completeness; (2) letters of recommendation from the College's President and from the Provost; (3) at least ten (10) external evaluations, accompanied by vitas of the evaluators or descriptive profiles that substantiate their qualifications; (4) documentation of the process used up to the point of submission of the case from the College.

Nominations may be submitted at any time and the committee will be convened as needed. Given the number of outside letters and extensive review, the committee may require a semester or more to complete its deliberations. Nominations that are ready to be sent forward given the procedure described above will be forwarded for the next CUNY deadline.

3/30/2009