

TO: Main Campus Faculty
FROM: Alex Lubin, Associate Provost for Faculty Development
DATE: October 25, 2017
CC: Richard Wood, Interim Senior Vice Provost

CALL FOR NOMINATIONS FOR DISTINGUISHED PROFESSOR

The Office of Academic Affairs encourages departments/programs to nominate their most outstanding candidates for this honor. Nominees must demonstrate extraordinary research achievements and should exhibit dedication to the University by serving as examples of the best qualities of the professoriate.

Distinguished Professor rank and title information can be found in [FHB B2.2.5](#)

Nominations should be supported by the department/program faculty, reflected in written evaluations by the voting faculty of the nominee's home unit. Letters of nomination, which must include the faculty vote tally, are to be submitted by the chair or director to their Dean.

Nomination materials required:

- Signed statement by nominator(s)
- Letter of nomination from Chair/Director
- Faculty vote tally and evaluations
- Nominee's current CV
- Evidence of leadership in the University and the larger scholarly community (e.g., extraordinary service, election to scholarly honorary societies, community engagement, high offices in professional organizations).
- A minimum of eight (8) external review letters (*to be solicited after approval from Dean*)
 - Candidates may suggest reviewers, and departments should identify an equal number of reviewers. External reviewers are expected to be senior scholars at their institutions and to be affiliated with highly regarded institutions.
 - Departments are also required to ensure that external reviewers do not have any conflicts of interest (relatives, former students, frequent collaborators, etc.) with the nominees.
- Supplementary materials, such as samples of publications and successful research proposals.

Chairs will send initial nomination packets, to include everything above *except* the external review letters, to their Deans. Upon review, Deans will notify Chairs that they may proceed with the solicitation of external review letters. Once the letters are received, the complete nomination packet is to be forwarded to the Office of the Provost.

In accordance with the University-wide honor this rank conveys, the final nomination will be reviewed by a committee of Distinguished Professors appointed in consultation with the Faculty Senate Operations Committee.

Email complete nominations, including external review letters, to Jennifer Love at jenlov22@unm.edu **no later than February 17, 2018.**