

TO: UNM Albuquerque and HSC Campus Faculty

FROM: Amy Levi, Vice President for Academic Affairs, Health Sciences Center;
William Stanley, Associate Provost for Faculty Success, Office of Academic Affairs

DATE: October 17, 2022

CC: Barbara Rodríguez, Senior Vice Provost

CALL FOR NOMINATIONS FOR DISTINGUISHED PROFESSOR

The Office of Academic Affairs encourages departments/programs to nominate their most outstanding candidates for the honor of promotion to the rank of Distinguished Professor. Nominees must hold the rank of Professor, demonstrate extraordinary research or creative achievements, and be nationally and internationally renowned as scholars. They should also exhibit dedication to the University by serving as examples of the best qualities of the professoriate, demonstrating intellectual leadership in the University and larger scholarly community (e.g., election to scholarly honorary societies, community engagement, high offices in professional organizations). They must demonstrate commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities. The Office of Academic Affairs especially encourages the nomination of candidates from groups currently underrepresented at the Distinguished Professor rank. Distinguished Professor rank and title information can be found in [FHB B2.2.5](#)

Nominations may be initiated in writing by any member of the faculty. When a nomination is received, department chairs will solicit individual written evaluations by the tenured faculty members of the nominee's home department, or, in the case of large departments in HSC, the appropriate division. Additionally, HSC chairs should solicit recommendations from those with the most familiarity with the nominee's work if they are in other academic units, departments, or divisions (see faculty recommendation form at <https://provost.unm.edu/offices/faculty-develop/index.html>). The entire department will also hold a vote to recommend the candidate for selection. The Chair will then write a letter to their college Dean, making a recommendation regarding the nomination. This letter must include the faculty vote tally, noting abstentions and "no" votes. If the Dean approves the nomination, the department can proceed to obtain external review letters as described below. For the 2022-2023 AY, there will be a single nomination and review process for the UNM Albuquerque and HSC Campuses. Note that departments are responsible for obtaining external reviews once the nomination is approved by the appropriate Dean. For non-departmental colleges, the Dean drafts the primary letter in support of the nomination and coordinates the requests for external letters. All HSC nomination packets should be submitted to the Office of the Vice President for Faculty Affairs at hscacademicaffairs@salud.unm.edu for procedural review prior to submission to Academic Affairs.

Nomination materials required:

- Signed statement by nominator(s)
- Letter of endorsement from Chair/Director or Dean (for non-departmentalized colleges)
- Department / division faculty written evaluations and vote tally, noting abstentions from those polled
- Nominee's current CV
- A minimum of six (6) external review letters (*to be solicited after approval from Dean*)
- Supplementary materials, such as samples of publications and successful research

proposals.

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, primarily Carnegie R1 universities and international equivalents. External reviews may not be solicited from individuals who have conflicts of interest with the candidate (i.e., co-authors, relative, collaborators on sponsored research, former students, etc.).

Department chairs will send initial nomination packets, to include everything above except the external review letters, to their Deans no later than November 22, 2022. Upon review, Deans will notify Chairs whether they may proceed with the solicitation of external review letters. Once the external review letters are received, the complete nomination packet is to be emailed to the Office of the Provost (Jennifer Love jenlov22@unm.edu, no later than March 10, 2023. For the HSC nominations, these packets should be emailed to the HSC Office of Academic Affairs at hscacademicaffairs@salud.unm.edu no later than March 3, 2023. That office will review the packets and send them 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 senior faculty appointed in consultation with the Faculty Senate Operations Committee per the FHB B2.2.5. The Distinguished Professor Advisory Committee will submit recommendations to the Provost who makes the appointment. If you have any questions about the process or criteria, contact William Stanley (APFaculty@unm.edu) (non-HSC) or Amy Levi (AmyLevi@salud.unm.edu) (HSC).