

TO: UNM Albuquerque Campus Faculty

FROM: Amy Levi, Vice-Chancellor for Academic Affairs, Health Sciences Center;

William Stanley, Associate Provost for Faculty Success, Office of Academic Affairs

DATE: October 19, 2020

CC: Barbara Rodriguez, 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 Distinguished Professor. Nominees must demonstrate extraordinary research or creative achievements, and should exhibit dedication to the University by serving as examples of the best qualities of the professoriate. 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 by any member of the faculty. Nominations should be supported by the department/program faculty, reflected in written evaluations by the voting faculty of the nominee's home unit (see faculty recommendation form at <https://provost.unm.edu/offices/faculty-develop/index.html>). Letters of nomination, which must include the faculty vote tally and be accompanied by department faculty members' written evaluations, are to be submitted by the chair or director to their Dean. If the dean approves the nomination, the department can proceed to obtain external review letters as described below. For 2021, there will be a single nomination and review process for the Albuquerque UNM Campus including departments belonging to the Health Sciences Center. One change from past HSC practice is that departments are responsible for obtaining external reviews, once the nomination is approved by the corresponding dean.

Nomination materials required:

- Signed statement by nominator(s)
- Letter of nomination from Chair/Director
- Faculty written evaluations and vote tally.
- 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).
- Demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities.
- A minimum of six (6) 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, primarily Carnegie R1 universities and international equivalents.
 - 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 no later than **November 15**. 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 senior faculty appointed in consultation with the Faculty Senate Operations Committee in accordance with FHB 2.2.5. 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).

Email complete nominations, including external review letters, to Jennifer Love at jenlov22@unm.edu **no later than March 15, 2021.**