

ACADEMIC RANK OF DISTINGUISHED PROFESSOR
Review Procedures and Protocols for Academic Year 2008-2009

Step	Procedure	Schedule
Initiation and Departmental Action		
1	The person initiating a nomination for promotion to rank of distinguished professor informs the nominee and submits to nominee's department chair a letter of nomination accompanied by the nominee's current vita. The chair will share the nomination, in confidence, with all full-time, salaried members of the department. Self-nominations will not be considered.	11 th week - Spring Semester March 31, 2009
2	The department will review the letter of nomination and the <i>vita</i> , and will request supporting materials from the nominee. The nominee shall compile these materials into an orderly, organized dossier.	15 th week - Spring Semester April 28, 2009
3	Candidate dossier due to the department chair.	6 th week - Fall Semester October 6, 2009
4	If the department supports the nomination, the chair will write a letter of support and forward this along with the nominee's dossier to the Faculty Senate before the November meeting of the Faculty Senate. If the nominee is the department chair, then the dean of the nominee's college or school replaces the department chair in the processes described in this section.	9 th week - Fall Semester October 27, 2009
5	At the November meeting, the Senate will appoint a Working Group to nominate members for the nominee's Peer Group. (<i>The Faculty Senate may establish and promulgate deadlines each academic year for receipt of all nominations to be considered in that academic year.</i>)	November Meeting of Faculty Senate November 2009
Peer Committee Action		
6	The Faculty Senate forms a peer committee and designates its chair. (<i>The Senate debates and votes on the peer committee nominated by the Senate Working Group in November.</i>) This committee is composed of 5 sitting distinguished professors. If insufficient numbers of distinguished professors are available, individuals holding the rank of professor will complete the committee.	December Meeting of Faculty Senate December 2009
7	The peer committee meets and considers the merits of the nomination. In the course of this consideration, the peer committee will seek written commentary from the nominee's dean and from the Faculty Senate. The peer committee shall make such commentary a part of the dossier.	January- February 2010
8	Peer committee sends recommendation of award to Provost no later than March 1 st . If the peer committee affirms that the rank of distinguished professor should be awarded, it will forward that recommendation, with the dossier, to the provost. (<i>Each academic year, any such recommendation must be received in the office of the provost no later than March 1st, to make possible action by the April Meeting of the Board of Visitors. Recommendations received after deadline will be considered in the next academic year.</i>)	March 1, 2010
Administrative and Board of Visitors Action		
9	The provost will consult as he or she might deem appropriate and make a recommendation to the president. The president, in turn, will make his or her recommendation to the Board of Visitors. For those positive recommendations requiring action by the Board of Visitors, a resolution is prepared for approval of the provost and president and action by the Board.	Prior to April Board of Visitors Meeting March/April 2010
10	The Board acts on the resolution in step 9. If approved, the promotion becomes effective at the date specified by the Board of Visitors.	April BOV Meeting April 2010

If at any point [department, peer group, provost, or president] the action of the reviewing body or office is not supportive of promotion, then the review process will cease, and the nominee and those who have previously reviewed the candidacy will be so notified. In such an event, the nominee may not be considered again for promotion to the rank of distinguished professor until at least two complete (August to May) academic years have passed.