

TO: Members of the Faculty

FROM: Donald Sebastian, Provost (Interim) and Senior Vice President
for Research and Development

RE: Nominations for Distinguished Professor

DATE: September 10, 2009

The Distinguished Professors Committee wishes to begin its consideration of nominations for promotion to the rank of Distinguished Professor earlier than it has in recent years. This notice should allow sufficient time to prepare nominations and applications. All nominations should be addressed to the President and submitted to the Provost by October 19, 2009.

The Faculty Handbook (Section 2.2.3) states that as a minimum the rank of Distinguished Professor is “intended for individuals with terminal degrees in their fields who have achieved such a record of extraordinary accomplishment in teaching and in scholarly research as to mark them as preeminent leaders in their area of academic specialization. Their work is known and respected throughout the international academic community.”¹ This rank is a special recognition conferred upon those faculty members whose exceptional academic, professional, and scholarly achievements have earned them the recognition among their peers as international leaders in their respective field.

The award of a significant prize or medal from a national or international professional organization, membership in a national academy, election to the grade of fellow of a major professional society, editorship of important professional journals all contribute evidence that a candidate has achieved the recognition required for the rank of Distinguished Professor. Other evidence may include publication of widely recognized and highly regarded books, technical papers, inventions, designs, or similar professional achievements.

Letters of reference are critically important in the process of evaluating a nominee’s credentials. Endorsements from individuals holding the rank of Distinguished Professor at other institutions, or similar elevated rank (e.g., endowed chairs, university chairs, or high-level professorships), are valued highly, as are endorsements from senior professors abroad.

¹ Passed by faculty, April 11, 2001

Teaching excellence is one of many considerations for conferral of the rank of Distinguished Professor. It is recognized that this can be achieved by classroom lecturing, by serving as advisor and mentor to students, by development of courses, writing text books that are widely adopted, and by similar activities related to undergraduate or graduate education.

In accordance with Section 2.3.2, recommendations for promotion to the rank of Distinguished Professor may be made by any member of the faculty or by a departmental promotion and tenure committee.

The following information should be supplied in support of each nomination:

- A summary of the candidate's accomplishments that would justify conferral of the rank of Distinguished Professor.
- A current curriculum vitae (correct format is posted on the Provost's website), *submitted electronically in Word format*, including:
 - A complete list of publications and other professional works of the candidate. In the case of publications, the list should include a complete list of authors, titles, places and dates of publication. In the case of other professional works, their significance and the role of the candidate in their accomplishment should be identified.
 - A list of research grants received during the career of the candidate. The listing should include grant amount, title, the role of the candidate, and identification of other (PI or co-PI) investigators. Other funded activities should also be included such as patents, inventions, start-up companies.
- Based upon information in the CV, a citation report will be provided to the Distinguished Professors' Committee through the NJIT University Library. The Office of Sponsored Research Administration will provide a research report.
- A list of at least 6 (and at most 12) individuals who are themselves nationally or internationally recognized in their fields and have *sufficient knowledge of the candidate's work to evaluate its merit and importance*. **Please include the affiliations, mailing addresses, telephone numbers, fax numbers, and e-mail addresses of these individuals.**

With regard to the list of reviewers, please provide a brief biography for each person and indicate why these individuals were selected. The committee will also contact other qualified reviewers to comment on the nominee's qualifications.

In order to ensure that all nominations receive the full attention they deserve, the Committee strongly recommends that there be an interval of at least **two** years between successive nominations for promotion to Distinguished Professor.

Thank you for your consideration of this important university work.