TO: Members of the Faculty  
FROM: Fadi P. Deek, Provost and Senior Executive Vice President  
RE: Nominations for Distinguished Professor  
DATE: July 19, 2017

The Distinguished Professors Committee wishes to begin its consideration of nominations for promotion to the rank of Distinguished Professor. All nominations should be addressed and submitted to the Provost by October 13, 2017. Please note that all submissions should be made electronically via email or shared drive, or via a flash drive to kenrick@njit.edu.

The Faculty Handbook (Section 2.3.1.4) states that at a minimum the rank of Distinguished Professor is “intended for individuals whose accomplishments significantly exceed those of Professors, and include a sustained record of nationally and internationally recognized preeminence in their field(s) of expertise”. 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 fields. Applicants are urged to look at the data on recent successful candidates at the web link http://www.njit.edu/provost/faculty-resources/promotion-tenure.php. Full application documents can also be found at that location.

Recognition among peers is evidenced (especially since promotion to professor at NJIT) by such indicators as:

- a sustained record of publication in one's scholarly field(s), including significant numbers of articles published in the most prestigious journals in one's field, and/or books and book chapters published by premier academic or scholarly publishers;
- citations of such publications, taking into account numbers of article citations recorded in the NJIT Library’s citation search, the h-index, and the numbers and the nature of citations in books in one's field; (self-citations will be examined)
- honors and awards for such publications, such as book awards and article prizes;
- reviews of such publications, taking into account not only what the reviews say but also the number of reviews, the reputations of the reviewers, and the status of the journals where the reviews appear;
- a record of sustained research funding and grants, and/or prestigious, highly competitive fellowships;
- for departments with graduate programs, a record of sustained advisement of doctoral students and graduate students as primary advisor;
- a distinguished record of speaking engagements and/or performances, including invited lectures, plenary lectures, and similar performances that indicate a distinguished national and international reputation among one's peers.
• the award of a significant prize or medal from a national or international professional organization, membership in a national academy, or election to the grade of Fellow of a major professional society;
• a sustained record of nationally and internationally recognized teaching excellence. This can be demonstrated by awards for teaching given by departments, colleges/schools, the university, alumni, and professional societies, recognizing activities such as outstanding and innovative classroom instruction, service as a student advisor and mentor, development of new courses and programs, writing text books that are widely adopted, and similar activities related to undergraduate or graduate education.

Variations in the above indicators may exist in certain non-STEM disciplines. For example, ‘performance’ may augment or sometimes replace ‘publication’ for faculty in fields like theater and architectural practice. However, the total record, especially since promotion to professor, must contain convincing evidence of a candidate's national and international reputation in his/her discipline, beyond what is normally expected at the rank of full professor.

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.

In accordance with Section 4.4.4, recommendations for promotion to the rank of Distinguished Professor may be made directly to the Provost by any member of the faculty or by a departmental Promotion and Tenure Committee.

The following information should be supplied (in electronic format) in support of each nomination:

- A nomination letter from any member of the faculty (including self-nomination) or from a Department P&T Committee. The letter must include a summary of the candidate's accomplishments that would justify conferral of the rank of Distinguished Professor.
- A current curriculum vitae (Microsoft Word only) in the correct format (the format is posted on the Provost’s website), 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. The Graduate Studies Office will provide a graduate student advisement 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.

To ensure that all nominations receive full attention, the Committee strongly recommends that there be an interval of at least two years between successive nominations for promotion to Distinguished Professor. In the case of a prior nomination, candidates specifically should indicate their accomplishments since the last time they were nominated.

Thank you for your consideration of this important university work.