

### **PROMOTION TO DISTINGUISHED PROFESSOR 2023-2024**

Below is a checklist of action items that must be followed to ensure compliance with all steps of the process. Please take care to complete each item, and to have each initialed by the appropriate responsible party upon completion.

This completed form must be submitted with the complete dossier package.

**All materials are to be submitted electronically to Kathleen O'Neill, Administrative Director for the Office of the Provost ([kathleen.oneill@njit.edu](mailto:kathleen.oneill@njit.edu)), via a shared Google Drive.**

	<b>ACTION ITEM</b>	<b>RESPONSIBLE PARTY (RP)</b>	<b>INITIALS of RP</b>	<b>DUE DATE</b>
<b>For nominations coming from the academic unit P&amp;T Committee:</b>				
	CV and required materials to be submitted to academic unit P&T Committee	Candidate		No later than 10/2/2023
	Academic unit P&T Committee to meet to review candidate packages	Academic Unit P&T Committee		No later than 10/16/23
	Complete nomination package/dossier submitted to the Dean (including academic unit's list of reviewers) for those candidates who received 2/3 approval	Academic Unit P&T Committee		No later than 10/23/23
	Complete nomination package/dossier submitted to the Provost's Office	Dean's office		No later than 10/31/23
<b>For self-nominations:</b>				
	Complete nomination package/dossier submitted to the Provost's Office	Candidate		No later than 10/31/23

**NOTE:** Deadline for submission to the Distinguished Professors Review Subcommittee of additional information for dossier (limited to grant/contract awards and paper acceptances) is **12/4/2023**.