

2023-2024 DISTINGUISHED PROFESSOR REVIEW SUBCOMMITTEE:

GUIDELINES AND PROCEDURES

According to the Faculty Handbook, the **Distinguished Professor Review Subcommittee** (DPRS) reviews all nominations for promotion to the rank of Distinguished Professors (DP) and makes recommendations to the Provost.

I. Instruction and required documents for candidates considered by their academic units.

List of required documents:

1. A nomination letter, explaining reasons for nomination for promotion to the rank of DP.
2. An updated CV including teaching activities, student advisement, publications, patents, research funding, professional/community service, awards, etc.
3. Two lists of external reviewers (with brief description of their credentials) including (a) names submitted by the academic unit P&T Committee (at least 6 names) and (b) names submitted by the nominee (also at least 6 names). Reviewers with potentially disqualifying conflicts of interest shall not be included (e.g., close relatives, current or former collaborators, former thesis advisor/student, people employed at the candidate's current or most recent former employer, or visiting committee members at the candidate's current employer, etc.).
4. A letter from Dean. The case for candidates being considered by the academic unit P&T Committees should be discussed with the respective Dean. Subsequently, the Dean will review the dossier and prepare a letter giving his/her recommendation along with the corresponding Dean's form.
5. Department P&T Committee Promotion Submission Form.

Instructions regarding solicitation of the reference letters:

1. Reference letters must be solicited for nominees for promotion to Distinguished Professor that are recommended by *a 2/3 majority* of the senior members of the P&T committee eligible to vote for promotion to Full Professor of their department.
2. For candidates that are recommended by *a majority* of their P&T committee eligible to vote for promotion to Full Professor of their department, see II.2.

II. Instructions and required documents for candidates not considered by their academic units.

1. Candidates for promotion (or nominators) provide dossiers including a nomination letter (explaining their professional accomplishments), CV in the required format and a list of six external reviewers. Reviewers with potentially disqualifying conflicts of interest shall not be included. See I.3 for details.
2. The DPRS reviews each nomination. If the DPRS concludes that the candidate does NOT meet the criteria for promotion, the case is not considered further by the subcommittee.
3. If the DPRS concludes that the candidate should be considered for promotion, a list of 6 additional external reviewers should be produced by the DPRS. If the DPRS decides that they are not qualified to produce such a list, it is provided by the Dean of the corresponding college. After a complete reference list of 12 names is produced, the reference letters will be solicited.

III. Discussion and recommendation.

After reference letters are received, all *active cases* are treated identically. The cases are discussed in a random order. If a DP subcommittee member is from the same department as the candidate, the member speaks last. The DPRS is voting by secret ballots, and cases receiving a majority of “Yes” votes are recommended for promotion to DP.

IV. Timeline.

1. September/early October – DPRS is appointed, meets the Provost and the President, and elects the DPRS Chair.
2. November – all nominations are received by the Provost’s Office and dossiers are checked for completion.
3. Early January - Candidate independent reports are provided by the NJIT Library (publications), the Office of Research (research funding), the Office of Graduate Studies (graduated PhD and MS students), and the Registrar Office (teaching evaluations).
4. Mid-February - For candidates recommended by a 2/3 majority of the P&T Committees: CVs are reviewed and compared with the independent reports, if no discrepancies, the external reference letters are requested.
5. End-February - For other candidates: Nomination are reviewed, decisions on requesting the external reference letters are made, the letters are requested.
6. End-March - All reference letters are received, and the subcommittee begins the considerations of all active candidates.
7. Early April – The DPRS provides written recommendations to the Provost.