

## **SUBMISSION GUIDELINES FOR PROMOTION TO DISTINGUISHED PROFESSOR**

In accordance with Section 4.4.4 of the *Faculty Handbook*, "Nominations for promotion to the rank of Distinguished Professor may be made directly to the Provost by any member of the faculty or by an academic unit's Promotion and Tenure Committee....The Distinguished Professors Review Subcommittee processes and reviews all such nominations along with the external and internal reference letters, including the Department Chair's and the Dean's.... 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 of their department."

*\* Those eligible to vote for promotion to Full Professor*

The following information should be supplied in support of nominations:

<b>Nominations from academic unit P&amp;T Committee (assuming 2/3 recommend)</b>	<b>Self-nominations</b>
CV (see <a href="#">Provost's website</a> for format)	CV (see <a href="#">Provost's website</a> for format)
Nominee's list of 6 names of reviewers	Nominee's list of 6 names of reviewers
Academic Unit's P&T Committee list of 6 names of reviewers	Self-Nomination Letter
Academic Unit's Chairperson recommendation letter (if applicable)	
Academic Unit's Dean recommendation letter	

***Note: All Promotion materials must be submitted electronically to Kathleen O'Neill, Administrative Director for the Provost's Office ([ko86@njit.edu](mailto:ko86@njit.edu)). A shared Google Drive folder is preferred.***