



**STATE UNIVERSITY OF NEW YORK**

**DISTINGUISHED SERVICE PROFESSORSHIPS**

**DISTINGUISHED TEACHING PROFESSORSHIPS**

**POLICIES AND PROCEDURES**

**2007-2008**

**2008-2009**

**NATURE OF THE PROGRAMS**

Created by the State University Board of Trustees as a prestigious system-level distinction, the Distinguished Faculty Rank (DFR) programs recognize and reward SUNY's finest and most accomplished instructional faculty. The Distinguished Service Professorship (DSP) and Distinguished Teaching Professorship (DTP) are two of the four designations that constitute this highest system tribute conferred upon SUNY instructional faculty. The other two designations are the Distinguished Librarian and the Distinguished Professorship.

Distinguished Faculty Rank programs encourage ongoing commitment to excellence, kindle intellectual vibrancy, elevate the standards of instruction and enrich contributions to public service. They demonstrate the State University's pride and gratitude for the consummate professionalism, the groundbreaking scholarship, the exceptional instruction and the breadth and significance of service contributions of its faculty.

**SCOPE OF THESE PROGRAMS**

The **Distinguished Service Professorship** is conferred upon **instructional** faculty having achieved a distinguished reputation for service not only to the campus and the University, but **also** to the community, the State of New York or even the nation, by sustained effort in the application of intellectual skills drawing from the candidate's scholarly and research interests to issues of public concern. It is bestowed on faculty in any of the disciplines or fields of study.

The **Distinguished Teaching Professorship** is conferred for outstanding teaching competence at the graduate, undergraduate, or professional levels. Teaching mastery is to be consistently demonstrated over multiple years.

## REWARDS OF CONFERRAL

### Rank

#### SUNY State-operated Campuses

The Distinguished Service Professorship and the Distinguished Teaching Professorship are promotions to a prestigious, tenured rank above that of full professor. Individuals so appointed are at a professional level beyond that which can be attained at the campus level.

#### SUNY Community College Campuses

Each SUNY Community College campus must confirm in writing whether their Distinguished Professorship awards will be an honorific distinction or a change in faculty rank.

**Status** – It is expected that individuals so appointed will be accorded such support as is appropriate to their endeavors consistent with the resources of the campus. In acknowledgement of the significance of appointment, the campus catalogue will list Distinguished Librarians, Distinguished Professors, Distinguished Service Professors, and Distinguished Teaching Professors separately at the head of the faculty list. Such persons will be placed again in the faculty list, and their specific rank will be indicated.

### Salary

#### SUNY State-operated Campuses

Appointment is a promotion that carries tenure in rank, if it has not already been attained, and a salary increase of up to \$2,500. (This is in addition to any negotiated general salary increase). Such increases will be funded from the campus budget through the normal process for funding promotions. The increase is built into the salary base of the appointee, and it must be included in campus budgets of ensuing years.

#### SUNY Community College Campuses

If a SUNY Community College award is a change in faculty rank, the statement above, under "State-operated Campuses," applies. If it is an honorific distinction, the Community College will decide if there is a monetary sum associated with the award.

**Other Commemorative** – The Distinguished Faculty medallion, specifically commissioned to commemorate this distinction, is awarded to each newly appointed faculty member.

**Responsibilities** – Appointment to either designation carries with it an extraordinary responsibility. Distinguished Service Professors are expected to function as role models and devote appropriate service to University-wide activities, both ceremonial and professional, on campuses other than their own when requested to do so by the Chancellor. Distinguished Teaching Professors are expected to devote a considerable proportion of their time to curricular reform and to the improvement of instruction on the home

campus. Over and above this campus responsibility is a responsibility to the State University as a whole. During each ten-month academic year, Distinguished Teaching Professors are expected to devote up to one full week in service to the University on campuses other than their own. Such service may come at the request of the Chancellor, from a member of the Chancellor's staff, or at the request of a campus President.

## **AUTHORITY TO APPOINT**

Authority to appoint to the Distinguished Service Professorship and the Distinguished Teaching Professorship resides solely with the State University Board of Trustees. At the state-operated campuses, such appointment constitutes a promotion, beyond that available through the campus promotion and tenure process, to the University's highest academic rank.

## **CAMPUS PARTICIPATION**

### **SUNY State-operated Campuses**

All State-operated campuses may nominate faculty.

### **SUNY Community College Campuses**

All SUNY Community College campuses may nominate faculty. In a SUNY Community College's first year of participation, its Board of Trustees and President must sign a letter indicating their willingness to participate. The letter must also state their college's intention to designate these Professorships as either an honorific distinction or a change in faculty rank. Please send this letter to Dr. Kavita Pandit, Senior Vice Provost, T-8, State University Plaza, Albany, New York 12246.

## **NUMBER OF NOMINATIONS**

Eligibility is limited to faculty having attained the rank of full professor. Therefore, campuses may make nominations on a ratio to full-time, full professorial lines indicated for the campus during the previous fall. Campuses having 124 or fewer full-time, full professors shall receive one nomination allocation annually. Campuses with 125 or more full-time, full professors shall receive two nomination allocations annually. The number of nominations allocated to each campus shall accompany the annual program announcement.

## **ELIGIBILITY**

The individual eligibility criteria are detailed in the program-specific information farther in these guidelines.

### **General Restrictions on Eligibility**

The following are special conditions, applicable to both programs that limit eligibility.

Faculty holding Distinguished Faculty Rank – Distinguished Librarian, Distinguished Professor, Distinguished Service Professor, or Distinguished Teaching Professor – may not be nominated for another Distinguished Faculty Rank designation;

Faculty holding qualified academic appointments (as defined in Board of Trustees policies: individuals holding titles of academic rank that are preceded by the designation ...“visiting” or other similar designations) may not be nominated;<sup>1</sup>

Faculty holding a concurrent administrative appointment above the level of department chair for which they receive extra compensation are ineligible;

Faculty who have retired or faculty serving in part-time capacities are ineligible; and

Posthumous nominations are not permissible.

## **PROGRAM-SPECIFIC ELIGIBILITY AND SELECTION CRITERIA**

### **Distinguished Service Professorship – DSP**

**Academic Rank** – Candidates must have attained the rank of full professor.

**Length of Service** – Candidates must have held the rank of full professor for five years, must have at least three years of full-time service at the nominating institution, and must have completed at least ten years of full-time service in the State University of New York.

**Criteria for Selection** – A candidate for Distinguished Service Professor must demonstrate substantial distinguished service **both**:

- A. At the local campus level and/or local community or regional level; and
- B. At the state-wide and/or nation-wide and/or international level.

Distinguished service must exceed the work generally considered to be part of a candidate's basic professional work (professional committees, etc.) and should include service that exceeds that for which professors are normally compensated. Thus, faculty with a concurrent administrative appointment – above the level of department chair/director or equivalent – for which they receive extra compensation are ineligible. Distinguished service must extend over multiple years and involve the application of intellectual skills drawing from the candidate's scholarly and research interests to issues of public concern, and may include exceptional leadership in local and system-wide faculty governance.

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<sup>1</sup> *The State University of New York Policies of the Board of Trustees – 2001* Article II § 1 (k)

## **Distinguished Teaching Professorship - DTP**

**Academic Rank** – Candidates must have attained the rank of full professor.

**Length of Service** – Candidates must have held the rank of full professor for five years, have completed at least three years of full-time teaching on the campus that recommends the appointment and ten years of full-time teaching within the System.

Nominations must be drawn from faculty members who have regularly carried a full-time teaching load, both in terms of the number of semester hours taught and the number of students served, as defined by the campus for full-time faculty. The definition of a full teaching load varies from campus to campus, but each campus should be satisfied that there could be no question that its nominee meets this criterion.

Department chairpersons may be nominated for the Distinguished Teaching Professorship contingent upon the individual's carrying the campus-defined full-time teaching load for all persons performing such administrative responsibilities. (e.g., If a campus defines 15 hours as a full-time teaching load for full-time faculty and 12 hours as a full-time teaching load for department chairs, then an individual serving as a department chair teaching the 12 hours and meeting the other eligibility requirements would be eligible for nomination.)

**Criteria for Selection** – The primary criterion for appointment to the rank is skill in teaching. Consideration shall also be given to mastery of subject matter, sound scholarship, service to the University and the broader community, and to continuing growth. The following criteria are to be used in the selection of persons to be nominated for the Distinguished Teaching Professorship:

- **Teaching Techniques and Representative Materials** – There must be positive evidence that the candidate performs superbly in the classroom. The nominee must maintain a flexible instructional policy that adapts readily to student needs, interests, and problems. Mastery of teaching techniques must be demonstrated and substantiated. Consideration should be given to the number of substantially different courses taught, the number of students per course, and the teaching techniques employed in the various courses.

When available, student evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) presented for several different courses over a period of several recent years may provide the local selection committee with a clear idea of the nominee's impact on students.

- **Scholarship and Professional Growth** – The candidate must be a teacher/scholar who keeps abreast of and makes significant contributions in his or her own field and uses the relevant contemporary data from that field and related disciplines in teaching. Examples of evidence in this category may include publications or artistic productions, grant awards, and presentations at symposia in his or her disciplines.
- **Student Services** – In relating to students, the candidate must be generous with personal time, easily accessible, and must demonstrate a continual concern with the intellectual growth of individual students. For this category, consideration should be given to the accessibility of the nominee to students outside of class, e.g., office hours, conferences, special meetings, the nominee's responsibility in terms of student advisement, and the nominee's teaching-related services to students.

- **Academic Standards/Requirements and Evaluations of Student Performance** – The candidate must set high standards for students and help them attain academic excellence. Quantity and quality of work that is more than average for the subject must be required of the student. The candidate must actively work with students to help them improve their scholarly or artistic performance. The local selection committee should consider the quality, quantity, and difficulty of course-related work. Evidence of academic standards and requirements may be assessed by the accomplishments of students, including placement and achievement level.

The candidate's evaluation of students' work must be strongly supported by evidence. The candidate must be willing to give greater weight to each student's final level of competence than to the performance at the beginning of the course. Expert teachers enable students to achieve high levels of scholarship. Consequently, it is possible that the candidate's marking record may be somewhat above the average of colleagues. There must be evidence that the candidate does not hesitate to give low evaluations to students who do poorly. Grading practices should be evaluated by the local committee. In particular, grade distribution for all courses in recent academic years should be reviewed and any seemingly unusual grading patterns explained.

## **SELECTION PROCESS FOR BOTH PROGRAMS**

These programs require campuses to empanel a specifically-constituted committee to elicit nominations, evaluate candidates, and recommend to the campus president the candidates to forward to the System level. The following describes the overarching and program-specific requirements.

### **CAMPUS NOMINATION/SELECTION PROCESS**

The DSP and DTP programs require that nominations coming forward to the System level be the product of an objective and rigorous campus review. Further, the nomination process should benefit from the involvement of as a broad spectrum of the campus community as possible including the faculty, the student body and administration. The program-specific nomination requirements follow:

**Distinguished Service Professorship** – nominations for the DSP should arise from the entire faculty, student body, and administration and should be based on continuing and recognized service.

**Distinguished Teaching Professorship** – nominations for the DTP should arise from the entire faculty and student body and should be based on continuing and recognized teaching quality.

The local selection committee is responsible for soliciting nominations and selecting potential candidates for appointment to the rank. **It should be made clear to all that, under no circumstance, may faculty apply or self-nominate for these programs.**

### **LOCAL SELECTION COMMITTEE**

As previously noted, the DSP and DTP require the establishment of a committee specifically charged with selecting the campus's nominees. In addition, the programs go on to specify the construct of the committees.

**Committee Appointment and Structure** – The local selection committee shall be appointed by the local governance structure (as is currently done by each campus for appointment of other faculty committees) with the concurrence of the campus President. It shall be structured to include the chair (or designee) of

the campus faculty governance organization, and one member, designated by the campus President, to act in an *ex officio* capacity. In addition, it shall include for the:

**Distinguished Service Professorship** – faculty who have considerable seniority and knowledge about the campus, and

**Distinguished Teaching Professorship** – full-time faculty and student representation.

**Committee Role** – The local selection committee is empanelled specifically to solicit nominations, to conduct an objective and unbiased evaluation of the merits of proposed candidates, to prepare the final nomination portfolio, and to forward to the System level only the campus' finest exemplars of the qualities recognized through the Distinguished Service and Distinguished Teaching Professorships.

**The primary evaluation of the nominee's qualifications is the responsibility of the campus.** This means that the local selection committee must determine that a candidate meets, and preferably surpasses, the selection criteria for the Distinguished designation for which nominated (e.g., that for the DTP, the candidate meets – and preferably surpasses – the campus's requirements for scholarship).

Other than self-nomination, the committee may establish whatever procedures are deemed appropriate to elicit nominations (e.g., bulletins, announcements at departmental meetings, campus newspapers, e-mails, listservs, etc.). It also determines the process the campus will follow in evaluating and selecting candidates to forward to System Administration and the type of supporting evidence the committee will need to conduct its evaluations of candidate merit (e.g., number and source of letters of recommendations, samples of the nominees' work, etc.).

The local selection committee shall make its report in the form of a recommendation to the president, and shall forward to the president no more than the number of nominations allowed.

**NOTE:** The campus process may be more extensive and the campus requirements more rigorous than the requirements outlined in the system guidelines. For instance, although not required under program procedures, some campuses require that candidates have received the comparable Chancellor's Award for Excellence in order to be considered for nomination for Distinguished rank. However, campus processes may never be less stringent than system-level requirements.

## **CONFIDENTIALITY**

Appointment to the Distinguished Service Professorship or the Distinguished Teaching Professorship is an academic career capstone. Conversely, non-selection elicits enormous disappointment. The sensitivities inherent in these programs and the nature of the supporting documentation make it imperative that all deliberations of the campus committee remain strictly confidential. (Ideally, this should extend to the identity of those selected by the local selection committee as the campus' nominees for these promotions.)

Further, because of the confidentiality of these proceedings, the system-level coordinator of these programs will interact only with the campus president or the president's designee.

## SYSTEM-WIDE LEVEL EVALUATION AND RECOMMENDATION PROCESSES

**Peer Review** – all nominations for appointment to either designation shall be reviewed for compliance with the SUNY-wide criteria for selection and eligibility by peers utilizing the following process:

Each nomination is reviewed by at least two Distinguished Service Professors or Distinguished Teaching Professors, from campuses other than the nominee's home campus. In addition, the President of the University Faculty Senate participates in nomination review for State-operated campuses, and the President of the Faculty Council of Community Colleges participates in nomination review for Community College campuses. Other individuals may also be called upon to review as needed. These include Office of the University Provost staff serving as Assistant Provost or higher.

**Review Process** – if both reviews from the Distinguished Faculty are positive, the nomination is recommended. If either review is negative, the nomination is then reviewed by at least two additional reviewers. If either of the latter reviews raises concerns, then the campus president is contacted confidentially to see how the campus would like to proceed.

**Campus Options in Cases of Non-recommendation** – the campus has the option of responding immediately to the concerns, of resubmitting the nomination in a subsequent cycle within a two-year period (without impact on the number of future nominations the campus may make) or of withdrawing the nomination. Contact with the campus president (or the president's designee) is always confidential and initiated prior to submitting the list of recommended appointments to the University Provost and the Chancellor.

**Nominations Recommended for Appointment** – after review, nominees supported for this distinction will have their name forwarded to the Chancellor through the University Provost. The recommendation for appointment shall be sent to the Chancellor in the form of a resolution to the SUNY Board of Trustees. The Chancellor shall then make his recommendations to the Board of Trustees who shall make appointments as deemed appropriate.

**Review Time Frame** – the evaluation process generally spans the time frame from late February through April. Recommendations are sent to the Chancellor in time to meet the deadline for resolutions to be considered at the May Board of Trustees meeting. Trustees vote on appointments in the public session of their meeting.

**Effective Date of Appointment** – appointments become effective on the day, and at the time, the Trustees vote on the appointment.

**Notification** – the Chancellor writes a congratulatory letter to each appointee confirming the appointment. Appointees' campus president is also notified and copied on all notification letters sent to his/her faculty.

**Publicity** – a news release is prepared by the system Office of Public Relations. In addition, campuses generally issue releases of their own. Further, articles about appointees are frequently featured in various campus newspapers, bulletins and reports.

**NOTE:** Failure by a campus to comply with the procedures established for the selection of nominees shall result in the disqualification of all nominees from that institution.

## SUPPORT FILE

The campus selection committee is responsible for preparing the nomination portfolio submitted to System Administration. For each nominee, the campus must submit **an original plus three copies** of a nomination portfolio. It must be collated in the order presented below and must include the following:

- **Checklist Cover Sheet** – This form **must be the first sheet of the original and of each the copy of the nominee's portfolio**. The form is used to ensure compliance with program policies and procedures and for administrative purposes. (The form is appended to these guidelines.) The campus president **must** sign the Checklist. Nominations arriving without this endorsement will receive technical disqualifications.
- **Transmittal Letter** – A brief letter of transmittal addressing how the candidate meets the selection criteria is required from the campus president. More than a testimonial, this letter should reflect the campus' rationale for making the nomination and speak succinctly to the candidate's merit. The letter should be addressed to Dr. Risa I. Palm, the University Provost and Vice Chancellor for Academic Affairs. A separate letter is to accompany each nomination.
- **Nomination Abstract of 150 to 180 Words** – Please provide a brief abstract of 150 to 180 words. This abstract should provide a clear, thematic picture that describes the candidate's main accomplishments. It should highlight why the candidate has been nominated to Distinguished Teaching Professor or Distinguished Service Professor and may be taken from other parts of the nomination package. If the candidate is an awardee, this abstract may be used for press releases or testimonials.
- **Nomination Procedures** – A brief explanation is required that describes the mechanism by which nominations were solicited, what evidence was examined by the local selection committee in the evaluation of nominees, and how the local committee arrived at its selection.
- **Summary Presentation** – The Summary Presentation provides the rationale for the campus' nomination of a particular candidate and sets forth in some detail candidate merit for selection. It should reflect the local selection committee's objectivity and impartiality in coming to its decision in what is generally a highly competitive campus process.

The Summary Presentation is the only documentation available to those involved in the system-level review and to the SUNY Board of Trustees to explain why a campus has recommended the candidate for this honor. It **must**:

- address how the candidate **excels in each criterion for selection** for the program to which the candidate is nominated (e.g., if there are three selection criteria, then candidate performance in each must be described);
- list the candidate's most outstanding qualifications; and
- describe the major achievements attained by the candidate.

The quality of the evidence provided is critical to recommendation at the system level. Although excerpts from the recommendations can and should be included, the Summary Presentation must be more than a testimonial. There must be specific, concrete examples of how the nominee satisfies each criterion.

Summary Presentations should not be written by the nominee (or in first person) because this erodes the impartial and objective nature of the nomination/selection process. Ideally, it should be written by the local selection committee.

The Summary Presentation is limited to a maximum of five pages, excluding the cover sheet.

- **Vita** – An up-to-date and moderately detailed vita containing information on the nominee's career must be included in the nomination portfolio. Specific data must **include the candidate's department, the date of appointment to the SUNY system, highest rank attained and date of appointment to that rank**. It should also include areas of specialization, research activities, professional and scholarly publications, honors, and campus and State University service.

**NOTE** – None of the nominating materials will be returned to campuses.

## SUBMISSION

**Forwarding Address** - The **original plus three copies** of the nomination portfolio are to be sent to Dr. Kavita Pandit, Senior Vice Provost, T-8, State University Plaza, Albany, New York 12246.

**Deadline** – To facilitate the nomination process on campuses, the deadline for the current and the subsequent program cycle are being provided. All copies of the portfolio must be received on or before the third Tuesday in February:

**Tuesday, February 19, 2008    Academic Year 2007-2008**

**Tuesday, February 17, 2009    Academic Year 2008-2009**

**NOTE** – If a campus submits more nominations than its allocation, all nominations for that campus will be returned to the campus president without review at the SUNY-wide level.

These guidelines are also contained on the Provost's web site and can be accessed at the following URL:

**<http://www.suny.edu/provost/facultyawards.cfm>**

**ANY QUESTION REGARDING THESE POLICIES AND PROCEDURES SHOULD BE DIRECTED TO**

**E-MAIL: [Kavita.Pandit@suny.edu](mailto:Kavita.Pandit@suny.edu)**