

## GUIDELINES FOR DESIGNATION AS UB DISTINGUISHED PROFESSOR

### Criteria

A candidate for designation as a UB Distinguished Professor must have been a Full Professor for at least five (5) years before being nominated. The candidate must have achieved national or international prominence and a distinguished reputation as an intellectual or creative leader within his or her chosen field through significant contributions to the research/scholarly literature; or, through artistic performance or achievement in the case of the fine arts. The quality of the research/scholarship, creative activity, or artistic performance must be unambiguous and unequivocal. Nothing less than excellence is acceptable for this designation. In addition, such excellence must not only have been demonstrated; it must be expected to continue.

Designation as a UB Distinguished Professor should be considered as an award and not a rank. It confers an in-house title, but not an official state title. No base salary increase accompanies this award. No more than two percent (2%) of the full professors within a School would normally be considered for this form of recognition in any given year, with no more than five percent (5%) having this honorary designation within the University at any given time. If a UB Distinguished Professor receives a promotion to the rank of SUNY Distinguished Professor, then that faculty member's school or college is eligible to nominate another faculty member for the UB Distinguished Professor award. Self-nominations will not be accepted.

In making your nominations, please consider the need for disciplinary diversity and balance, as well as gender and racial diversity so that the composition of our honorees reflects the full range of faculty perspectives across the university.

### **Dossier Preparation**

Following the Dean's consultation with faculty members of a nominee's Department, the Dean requests a dossier be prepared for each nominee. The dossier should include:

- A Dean's letter of support
- an updated c.v.,
- a Personnel Transaction Summary Form indicating an in-house title of UB Distinguished Professor with an effective date of September 1 of the following academic year,
- a minimum of five (5) external letters from distinguished figures in the candidate's field who are at excellent institutions. These letters should be from disinterested individuals, i.e. persons who have nothing to gain or lose with regard to the ultimate decision concerning the candidate.
- Biosketches, not full vitae, of all external evaluators should be included

### **Review Process**

Following a review of the dossier at the Department level, the Chair should forward the dossier to the Dean along with his/her recommendation. Similarly, the dossier should be reviewed at the School level, and the Dean should forward one electronic copy of the dossier in PDF format to the Office of the Vice Provost for Faculty Affairs at [ubvpfacultyaffairs@buffalo.edu](mailto:ubvpfacultyaffairs@buffalo.edu), in the Office of the Vice Provost for Faculty Affairs along with his/her recommendation. Upon receipt of the dossier in the Provost Office, the nomination will be reviewed by the Distinguished Series/Chancellor's Awards Selection Committee who will, in turn, make its recommendation to the Provost. The Provost will then make a recommendation to the President, whose decision will be final.

*The preparation of the dossier and its review should be conducted **without** the knowledge of the candidate and with the highest degree of confidentiality so that a candidate will not experience any negative reaction should the outcome not be positive.*