

TO: UNM Albuquerque and Health Sciences Center Faculty
FROM: Akshay Sood, Interim Director for Faculty Academic Affairs, Health Sciences Center;
William Stanley, Associate Provost for Faculty Success, Office of Academic Affairs
DATE: October 4, 2024
CC: Barbara Rodríguez, Senior Vice Provost

CALL FOR NOMINATIONS FOR DISTINGUISHED PROFESSOR

The Offices of Faculty Academic Affairs (Health Sciences Center) and Academic Affairs (main campus) encourage departments/programs to nominate their most outstanding candidates for the honor of promotion to the rank of Distinguished Professor. Nominees must hold tenured appointments at the rank of Professor, demonstrate extraordinary research or creative achievements, and be nationally and internationally renowned as scholars or artists. They should also exhibit dedication to the University by serving as examples of the best qualities of the professoriate, demonstrating intellectual leadership in the University and larger scholarly community (e.g., election to scholarly honorary societies, community engagement, high offices in professional organizations). They must demonstrate commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities. The University especially encourages the nomination of candidates from groups currently underrepresented at the Distinguished Professor rank. Distinguished Professor rank and title information can be found in the [UNM Faculty Handbook, section B 2.2.5](#).

Nominations originate at the department level and may be initiated in writing by one or more tenured faculty members of the nominee's academic home department. Nominations should use the [form](#) available at <https://provost.unm.edu/promotion-and-tenure/distinguished-professors.html>. When a nomination is received, department chairs will solicit written evaluations (votes) from the tenured faculty members of the nominee's academic home department (see the [faculty recommendation form](#) linked at <https://provost.unm.edu/promotion-and-tenure/distinguished-professors.html>). In the case of large departments in Health Sciences, the chair may choose to consult faculty in the appropriate division. In the case of small divisions (<7 tenured faculty) within large departments, the chair should obtain additional written votes/recommendations from adjacent divisions whose faculty have substantial knowledge of the candidate's work and contributions. The Chair will then write a letter to their college Dean, making a recommendation regarding the nomination. This letter must include the faculty vote tally, explain specifically what group of faculty members were consulted (department, division(s)), note abstentions, and must be accompanied by these faculty members' written evaluations. Department chairs will send initial nomination packets (nomination, chair's letter, and faculty written ballots) to their Deans no later than **November 15, 2024**.

The Dean reviews the department chair's recommendation, and if the Dean approves the nomination, the department may proceed to obtain external review letters as described below. Please note that the Dean is not expected to provide a substantive letter evaluating Distinguished Professor nominations. The Dean's role is to determine whether the department may seek external review letters. A brief note from the Dean confirming permission for the department to proceed should be included in the file. Deans should return to departments any nominations that are not accompanied by a Chair's letter clarifying who was invited to vote from among the UNM faculty, or that do not include written ballots from department faculty. In the absence of these elements, departments may not proceed to request external evaluation letters.

If permission is received from the Dean to proceed, departments are responsible for obtaining external reviews. For non-departmental colleges, the Dean drafts the primary letter in support of the nomination and coordinates the requests for external letters.

Required Contents of Final Nomination Packets:

- Signed statement by department faculty nominator(s)
- Letter of endorsement from Chair/Director or Dean (only for non-departmentalized colleges), addressing who was invited to vote, the vote tally, and abstentions.
- Department / division faculty written evaluations.
- Nominee's current CV
- A note from the Dean confirming permission for the department to seek external reviews. Reminder: a substantive letter from the dean is not expected or required.
- A minimum of six (6) external review letters (*to be solicited after approval from Dean*) are required. Candidates may suggest reviewers, and departments should identify an equal number of reviewers.
 - External reviewers are expected to be senior scholars at their institutions and to be affiliated with highly regarded institutions, primarily Carnegie R1 universities and international equivalents.
 - Departments must ensure that external reviewers do not have any conflicts of interest (relatives, former students, frequent collaborators, former close colleagues, etc.) in evaluating nominees.
 - Departments should avoid obtaining more than one external review from the same institution.
- A table listing the names of external reviewers invited, their institution, R1 or other status of the institution, rationale for inviting this reviewer, and invited reviewer response. Use the [external reviewer form](#) linked at <https://provost.unm.edu/promotion-and-tenure/distinguished-professors.html>.
- Supplementary materials, such as samples of publications or creative works and successful research proposals

Once the external review letters are received, departments should assemble them into a single .pdf file with a clickable table of contents. All Health Sciences nomination packets should be submitted to the Office for Health Sciences Center Faculty Academic Affairs at rrholmes@salud.unm.edu for procedural review **no later than March 14, 2025**. The Office of Health Science Faculty Academic Affairs will then convey the packets to the (UNM Albuquerque) Office of Academic Affairs. Main campus departments should email the complete nomination packet to the Office of the Provost at jenlov22@unm.edu **no later than March 14, 2025**. Incomplete nomination packets will be returned without review.

In accordance with the University-wide distinction this rank conveys, the final nomination will be reviewed by a committee of senior faculty appointed in consultation with the Faculty Senate Operations Committee per the FHB B 2.2.5. The distinguished professor advisory review committee will submit recommendations to the Provost, who makes the appointments.

If you have any questions about the process or criteria, contact William Stanley APFaculty@unm.edu (Albuquerque main campus) or Akshay Sood rrholmes@salud.unm.edu (Health Sciences).