

Brooklyn College
Distinguished Professor Nomination Process

The title of Distinguished Professor is conferred on an individual by the University Board of Trustees in recognition of exceptional scholarly and/or creative achievement. Achievement is understood to mean recognition, national and international, of the significance of the individual's contributions to their field. Details about qualifications and the CUNY process for nomination can be found [here](#).

Anyone within the college community may nominate a candidate. The nomination must be accompanied by a letter of nomination and an up-to-date curriculum vitae. The provost will confer with the candidate and determine in consultation with the president if the nominee is to move forward. If so, the candidate will be asked to assemble a nomination packet with a c.v. listing all grants, prizes, and fellowships obtained and substantial evidence of the candidate's achievement—books, articles, and a portfolio of creative work. The provost will collect and forward these materials to an advisory panel of two Distinguished Professors and one senior professor chosen by the provost from the candidate's field or allied field.* The Distinguished Professors serve for a period of two years, reviewing all nominations. Members of the panel will participate in antibias training before the review of any nomination. The panel's vote is reported to the provost who will determine the candidate's status. Should the nomination proceed, the dean of the nominee's school is tasked with identifying a minimum of 15 scholars and/or creative practitioners in the candidate's field who are asked to evaluate the candidate's scholarship. The provost communicates with the referees and provides them with the candidate's portfolio.

The president, based on the full application portfolio, including the letter-writers' recommendations, makes the nomination to the University. The provost sends the candidate's complete portfolio, including the external evaluators' letters, and a letter written by the president and one by the provost, to the Executive Vice Chancellor and University Provost.

Every distinguished professor will be reviewed every five years according [to the CUNY guidelines](#).

*Approved November 10, 2022
Brooklyn College Council of Administrative Policy (CAP)*

* The senior professor in the field varies with each candidate.