

TO: UNM Albuquerque and Health Sciences Campus Faculty  
FROM: Akshay Sood, Interim Director for Faculty Academic Affairs, Health Sciences;  
William Stanley, Associate Provost for Faculty Success, Office of Academic Affairs  
DATE: October 4, 2023  
CC: Barbara Rodríguez, Senior Vice Provost

### **CALL FOR NOMINATIONS FOR DISTINGUISHED PROFESSOR**

The Office of Academic Affairs encourages departments/programs to nominate their most outstanding candidates for the honor of promotion to the rank of Distinguished Professor. Nominees must hold the rank of Professor, demonstrate extraordinary research or creative achievements, and be nationally and internationally renowned as scholars. 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 any member of the voting faculty of the nominee's academic home department. When a nomination is received, department chairs will solicit written evaluations (votes) from the tenured faculty members of the nominee's academic home department, or, in the case of large departments in Health Sciences, the appropriate division. In the case of small divisions (<7 tenured faculty), the chair should obtain votes/recommendations from adjacent divisions whose faculty have substantial knowledge of the candidate's work and contributions (see the faculty recommendation form at <https://provost.unm.edu/offices/faculty-develop/index.html>). 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 were consulted (department, division(s)), and must be accompanied by these faculty members' written evaluations. If the Dean approves the nomination, the department can proceed to obtain external review letters as described below. Note that departments are responsible for obtaining external reviews once the nomination is approved by the appropriate Dean. For non-departmental colleges, the dean drafts the primary letter in support of the nomination and coordinates the requests for external letters. All Health Sciences nomination packets should be submitted to the Office of the Interim Director for Health Sciences Faculty Academic Affairs at [dwillis@salud.unm.edu](mailto:dwillis@salud.unm.edu) for procedural review, who will then submit them to (UNM Albuquerque) Office of Academic Affairs.

#### Nomination materials required:

- Signed statement by nominator(s)
- Letter of endorsement from Chair/Director or Dean (for non-departmentalized colleges)
- Department / division faculty written evaluations and vote tally, noting abstentions from those polled
- Nominee's current CV
- A minimum of six (6) external review letters (*to be solicited after approval from Dean*)
  - 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 are also required to ensure that external reviewers do not have any conflicts of interest (relatives, former students, frequent collaborators, etc.) in evaluating nominees.
- Supplementary materials, such as samples of publications or creative works and successful research proposals

Department chairs will send initial nomination packets, to include everything above *except* the external review letters, to their Deans no later than **November 13, 2023**. Upon review, Deans will notify Chairs whether they may proceed with the solicitation of external review letters. Once the external review letters are received, the complete nomination packet is to be forwarded to the Office of the Provost (following procedural review by the Office of the Interim Director for Health Sciences Faculty Academic Affairs in the case of Health Sciences nominations).

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 B2.2.5. The distinguished professor advisory review committee will submit recommendations to the Provost who makes the appointment.

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

**Email complete nominations**, including external review letters, to Jennifer Love at [jenlov22@unm.edu](mailto:jenlov22@unm.edu) **no later than March 18, 2024**.