

**ACADEMIC RANK OF DISTINGUISHED PROFESSOR**  
**REVIEW PROCEDURES AND PROTOCOLS (EVAL-1-D)**  
*ACADEMIC YEAR 2011-2012*

STEP		DATE
1	The Office of the Provost publishes the EVAL-1 Peer Review, Annual Evaluation, and Unscheduled Peer Review Calendars for the upcoming academic year and sends the Distinguished Professor Review calendar to the Senate for review and approval.	January 31, 2011
2	The person initiating a nomination to the rank of distinguished professor informs the nominee and submits to the Chair of the nominee's department (or Dean if the nominee is a department Chair) a letter of nomination accompanied by the nominee's current <i>curriculum vitae</i> .	March 14, 2011
3	The department will review the letter of nomination and the <i>curriculum vitae</i> , and may request supporting materials from the nominee. The department Chair (or Dean if the nominee is a department Chair) will notify the Vice Provost of any candidates requesting promotion to the rank of Distinguished Professor.	NLT March 25, 2011
4	The Vice Provost prepares the final EVAL-2 and distributes it to the Deans, FRC Chair, department Chairs, and candidates.	April 15, 2011
5	The nominee compiles his or her supporting materials into an orderly, organized dossier and submits it to the department Chair (or Dean if the nominee is a department Chair).	September 2, 2011 - Friday
6	If the department supports the nomination, the department Chair (or Dean if the nominee is a department Chair) will write a letter of support and forward this along with the nominee's dossier to the Faculty Senate.	September 16, 2011 - Friday
7	The Faculty Senate will form a peer committee and designate its Chair. The committee will be composed of five sitting Distinguished Professors. If insufficient numbers of Distinguished Professors are available, individuals holding the rank of Professor will complete the committee.	September 30, 2011 - Friday
8	The peer committee will consider the merits of the nomination. In the course of the evaluation, the peer committee will seek written commentary from the nominee's Dean and the Faculty Senate, including such commentary in the dossier. If the committee affirms the nomination, its recommendation, with the dossier, will be forwarded to the Provost.	October 28, 2011 - Friday
9	The Provost will consult as he or she might deem appropriate and make a recommendation to the President. The President, in turn, will make his or her recommendation to the Board of Visitors. If approved, the promotion becomes effective at the date specified by the Board of Visitors.	Spring BOV Meeting

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