

## **Anthropology Procedure for Distinguished Professors**

**Procedure adopted on November 3, 2020**

**Revised on November 12, 2021 per provost guidelines date Oct 13, 2021**

### **UNM Faculty Handbook**

#### *2.2.5 Distinguished Professor*

*(a) Individuals who have demonstrated outstanding achievements and are nationally and internationally renowned as scholars may be considered for this faculty rank. This is the highest faculty title the University bestows and is used only for a few of its most prominent faculty members.*

*(b) The Nomination Procedure originates at the department level and must have the recommendation of the departmental and/or college faculty with which the candidate is now or would be affiliated. Upon receiving a recommendation, the Provost shall, in consultation with the Faculty Senate Operations Committee, appoint a University-wide committee of no fewer than five non-administrative senior faculty who shall review the nominee's dossier and make appropriate recommendations to the Provost who makes the appointment. The position of Distinguished Professor is not proprietary with a department or college. Upon termination of employment of a distinguished professor, the title may not be passed on to another individual unless the procedure described herein has been followed. Distinguished Professor Nomination and Selection Process*

### **Procedure**

1. Nominations may be initiated by any regular voting member of the UNM Anthropology Department faculty. Nominations shall consist of a signed letter submitted to the Chair using the template form provided by the college.

Within one business day of receipt of the nomination, the chair will notify the nominee and solicit the following information:

- a current CV
- representative sample of publications, grant proposals, and any other materials they deem relevant

The nomination letter, CV, and representative materials will be made available to tenure-stream faculty at least one week prior to the faculty meeting described below.

2. At a special faculty meeting, faculty will discuss the nomination.
3. The regular voting faculty at rank of Associate Professor and Full Professor will submit confidential written ballots to the Chair using the faculty

recommendation form at

<https://provost.unm.edu/offices/facultydevelop/index.html>

4. The Chair will write a letter to their college Dean, making a recommendation regarding the nomination. This letter must include the faculty vote tally and must be accompanied by department faculty members' written evaluations.
5. Upon review, Deans will notify the chair 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.

Complete nomination packet:

- Signed statement by nominator(s)
  - Letter of endorsement from Chair/Director
  - Department faculty written evaluations and vote tally
  - 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.) with the nominees.
  - Supplementary materials, such as samples of publications and successful research proposals
6. All original documentation will be archived by the department administrators for a period of at least 10 years.

**UNM Provost Call for Nominations for Distinguished Professor, dated October 15, 2021**

TO: UNM Albuquerque and HSC Campus Faculty

FROM: Amy Levi, Vice President for Academic Affairs, Health Sciences Center;

William Stanley, Associate Provost for Faculty Success, Office of Academic Affairs

DATE: October 13, 2021

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 Office of Academic Affairs 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 [FHB B2.2.5](#)

Nominations may be initiated in writing by any member of the faculty. When a nomination is received, department chairs will solicit written evaluations by the tenured faculty members of the nominee's home department (see 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 and must be accompanied by department faculty members' written evaluations. If the Dean approves the nomination, the department can proceed to obtain external review letters as described below. For the 2021-2022 AY, there will be a single nomination and review process for the UNM Albuquerque and HSC Campuses. One change from past HSC practice is that departments are responsible for obtaining external reviews once the nomination is approved by the appropriate Dean.

Nomination materials required:

- Signed statement by nominator(s)
- Letter of endorsement from Chair/Director
- Department faculty written evaluations and vote tally
- 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.) with the nominees.
- Supplementary materials, such as samples of publications 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 15, 2021**. 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.

In accordance with the University-wide honor 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 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)) (non-HSC) or Amy Levi ([AmyLevi@salud.unm.edu](mailto:AmyLevi@salud.unm.edu)) (HSC).

**Email complete nominations**, including external review letters, to Jennifer Love at [jenlov22@unm.edu](mailto:jenlov22@unm.edu) **no later than March 11, 2022**.