

Updated statement re: Distinguished Professor Nomination and Review Process at Baruch College  
June 14, 2019  
D. Christy, Provost

The following procedures shall be followed in the nomination and review of candidates for CUNY Distinguished Professor at Baruch College. This document is an addendum to the CUNY checklist for nominating Distinguished Professor candidates, and specifies process steps that have been developed by faculty and administrators at Baruch College.

1. Using the CUNY checklist as a final record of the letter solicitation process, Baruch College should implement the following protocols for creating the list of potential external reviewers:
  - a) The candidate will assemble a list of 15-20 potential reviewers that will be forwarded to the Department Chair. The Chair will refer to the candidate's list, as well as consult with Baruch and CUNY faculty with expertise in the candidate's field, to develop a complete list of potential reviewers that the Chair will forward to the Dean. Before this list is sent to the Dean, the candidate may review it and may strike potential reviewers with cause. In the process of confirming the final list, the Chair will consult with the Dean and Provost to confirm that these reviewers meet the standard of "most highly respected persons in the field ... without reason for bias." The reviewers should include accomplished senior scholars from both domestic and international universities.

Note: External reviewers should not ordinarily co-publish with the nominee and cannot be from any CUNY college. Publishing a chapter in a book edited by the reviewer, or in some other invited publication, is acceptable. The reviewer should not have a close relationship with the nominee that would constitute a conflict of interest; professional and social relationships should be disclosed. The reviewer should not have served on the nominee's dissertation committee.

- b) The Dean submits the agreed list of potential reviewers to the Provost, who confers with the President. If questions arise, those questions will be directed back to the Department Chair. If at any point in the process the Dean and/or Provost feel that additional names need to be added to the list of reviewers, this will be communicated to the Department Chair, who will work with the candidate to add names of potential reviewers. The Chair will then review the revised list with the Dean to confirm that it continues to meet the stated criteria for reviewers. The Dean will then submit the revised list to the Provost, who confers with the President.
    - c) The Provost will send letters of invitation to the approved list of reviewers and will be the point of contact for all communication with the reviewers, including the receipt of completed letters. The Provost will provide access to published works provided by the candidate to each reviewer who agrees to serve. The Provost's letter will indicate clearly the required elements that must be included in this review and will collect a current C.V. from each reviewer. Copies of the confidential letters will be shared with the Department Chair for the purpose of preparing a Chair's Report. This Chair's Report will be included in

the materials reviewed by the School and College Personnel and Budget Committees. The Chair's report should include quotations from the confidential letters but may not reveal the identity of the reviewer.

- d) Every two years the Provost will send each Dean a current statement of the purpose of the CUNY Distinguished Professor program and the criteria for nomination and selection. The Deans will review these criteria with the Department Chairs to determine if there are individuals who may meet the criteria, and if so, to forward a current C.V., as well as any insight regarding the challenges of retaining this scholar at Baruch College. The Dean will consult with the Provost and the President, who will determine if it is appropriate to initiate a nomination. Nominations can be made at any time. This process ensures that Deans and Department Chairs are reminded of the criteria and process on a periodic basis.