

Distinguished Service Professorship (DSP) Committee

The Distinguished Service Professorship is conferred upon faculty having achieved a distinguished reputation for service not only to the campus and the University, but also to the community, the State of New York or even the nation, by sustained effort in the application of intellectual skills drawing from the candidate's scholarly and research interests. It is bestowed on faculty in all disciplines and fields of study.

The ***Distinguished Faculty Rank is a promotion to a prestigious, tenured rank above that of full professor.*** Individuals so appointed are at a professional level beyond that which can be attained at the campus level.

Prior to serving on the committee, each member should review the most recent version of the *SUNY Policies and Procedures, Distinguished Faculty Ranks* provided by SUNY System each year at <http://system.suny.edu/academic-affairs/faculty-staff-awards/distinguished-faculty-ranks/>

DSP COMMITTEE RESPONSIBILITIES (*SUNY Policies and Procedures*)

The committee is empaneled specifically to solicit nominations, to conduct an objective and unbiased evaluation of the merits of proposed candidates, to prepare the final nomination portfolio, and to forward to the campus President or the President's designee only the campus' finest exemplars of the qualities recognized through each Distinguished rank. The local selection committee must determine that a candidate meets, and preferably surpasses, the selection criteria for the Distinguished designation for which nominated (e.g., that for the DSP, the candidate meets – and preferably surpasses – the campus's requirements for service).

DSP COMMITTEE COMPOSITION (*modified from J. Ouellette, Senate Chair, 2017 - 2018*)

In accordance with SUNY Policies and Procedures for the DSP, the committee will include full-time faculty, a representative of the President's Office (ex-officio), the Faculty Senate Chair (or designee), the Provost (*ex-officio without vote*), and one representative from the Student Government Association (student member). The senate chair (or designee) will work with the President's Office to fill DSP committee vacancies.

Each school will have at least one faculty representative on the committee.

Every effort will be made to include faculty who have been promoted to the DSP rank, who have been at SUNY Cortland for at least 5 years, and who are tenured. In instances in which full faculty membership can't be completed with these criteria, it is suggested that a step process be used as suggested below:

1. Full-time, tenure-track faculty who have been promoted to the DSP rank, including Emeriti faculty (if necessary).
2. Full-time, tenure-track faculty who have received the CAEFS (preferably tenured).
3. Full-time, tenure-track faculty who have received other regional or nationally recognized service awards (preferably tenured).
4. Faculty who have considerable seniority and knowledge about campus, professional and community service

Faculty terms are three years in length and begin in September. Terms are staggered to facilitate continuity.

Distinguished Service Professorship (DSP) Committee

Committee lists, terms of service, and committee procedures will be monitored and maintained by the administrative assistant to the Faculty Senate.

DSP Chair

The chair reviews the SUNY Policies and Procedures for the DSP at the start of each year, confirming the maximum number of awards that may be given (historically, one). When appropriate, the chair will update this document to reflect any revisions to the SUNY Award procedures.

The chair is responsible for calling meetings, reviewing procedures with committee members, assigning duties to committee members, and working in concert with the President's Office to ensure a smooth process for the committee and candidates.

The chair is also responsible for preparing letters of recommendation to the President for nominees that the DSP Committee has decided to support. This letter should provide a strong rationale for how the candidate meets the criteria for the award.

The chair, in conjunction with the President's Office, is also responsible for overseeing the preparation of the SUNY nomination portfolio for the nominee. This includes preparing the nomination abstract (not to exceed 200 words) and a 4 – 5 page summary of the nominee's accomplishments.

PROCEDURES FOR CORTLAND DSP COMMITTEE & NOMINEES

1. The Senate Chair, in conjunction with the President's Office, will notify the campus of the DSP nominations at the end of the spring semester and again at the end of August. The notification will include candidate eligibility and nomination letter requirements. Nominations will be due September 15 to the President's Office.
2. At the start of the semester, the chair of the DSP will hold a meeting to review the criteria for the promotion (Appendix B) and the timeline/process for the promotion decision (including expectations for confidentiality) with committee members.
3. As new nominations are received (September 15), the eligibility of each new nominee will be confirmed (see checklist, Appendix A) by the President's Office before the names are forwarded to the DSP committee. Once eligibility has been determined, nominees will be notified of their nomination by the President's Office and asked to submit their CVs by October 1. The notification will include the list of Distinguished Professor Obligations and Responsibilities (*see SUNY Policies and Procedures for DFR*), including the obligation to serve as a future DSP committee member.
4. The DSP committee will review CVs using the DSP Decision Checklist (Appendix B) by October 10. The committee chair will submit a list of nominees who appear to meet the criteria on the checklist to the President's Office. The President's Office will ask those nominees to submit their portfolios, organized to focus on scholarship/creative activities, and internal and external letters of recommendation (to the President's Office) no later than December 1. Portfolios may be submitted electronically or on paper.

Distinguished Service Professorship (DSP) Committee

- a. Each external letter of recommendation should be accompanied either by the author's full and current curriculum vita or a very detailed description of the author's stature sufficient to provide review panelists a context for the recommendation submitted.
 - b. The recommenders should:
 - i. Comment briefly about their relationship to the candidate
 - ii. Corroborate the candidate's merit for appointment
 - iii. Describe the candidate's stature in the profession and/or community
 - iv. Catalog the candidate's most important professional achievements
 - v. Speak to the influence and impact of the candidate's contribution on the profession and/or community
 - vi. Explain the significance of the candidate's service awards and honors.
5. After receipt of the portfolios, each committee member will evaluate the portfolios using the Decision Checklist in Appendix B.
6. The chair of the DSP (December) will hold a meeting of the committee to:
- a. Make decisions regarding the nominees' qualifications for the promotion based on the evidence provided in the portfolio and letters of recommendation (see Decision Making Process below).
 - i. If a nominee is recommended for the promotion, the DSP committee will prepare a 4 – 5 page summary for the President's Office detailing how the selected nominee(s) meets/exceeds the criteria for the promotion.
 - ii. Prepare notifications to nominees who were not selected. These notifications should include helpful information so the nominees can improve their portfolios in the event they are re-nominated at a future date (see sample, Appendix D).
 - iii. Work with the President's Office to prepare the SUNY nomination portfolio in accordance with SUNY guidelines (Appendix C) by the established deadline. The portfolio should contain substantive evidence (not testimonials) in support of each selection criteria (*SUNY Policies & Procedures*).
 - b. The DSP committee will select a new chair from among committee members. Preference should be given to those with at least a year's experience on the committee.
7. Following notification by SUNY System of award selections (April/May), the President's Office will contact the nominee to inform them of SUNY's decision.

DECISION-MAKING PROCESS

Final decisions regarding nominees will be based on a thorough review of the nominee's professional portfolio using the checklist in Appendix B. Committee members should share their insights about excellence in service in their disciplines with other committee members to provide context for discussion and deliberation.

1. Committee members must recuse themselves from deliberation on any nominee that is a family member (220.11 PUBLIC OFFICERS LAW, CONFLICT OF INTEREST).

Distinguished Service Professorship (DSP) Committee

2. Committee members must recuse themselves from deliberation on any nominee for whom they have provided a letter of support. In general, committee members should refrain from providing a letter of support for a nominee in the interest of fairness and objectivity.
3. Committee members must recuse themselves from deliberation on any nominee whom they have nominated. In general, committee members should refrain from nominating colleagues due to perceptions of favoritism.
4. Each committee member will individually determine if the nominees meet all the criteria (Appendix B) and should be supported for the award. Individuals nominated for these awards must meet all prescribed eligibility criteria and must fulfill – and preferably surpass – the selection criteria for the award (*SUNY Policies & Procedures*). *It is imperative that all deliberations of the campus committee remain strictly confidential.*
 - a. Nominees who do not meet all the criteria will not receive further consideration.
 - b. The committee will discuss the nominees who have met, and preferably surpass, all the criteria for the award.
 - c. When the number of nominees who meet all the criteria exceeds the number of awards that may be given, each committee member will rank order the nominees. The top nominee, based on rank order, will be selected.
 - d. A SUNY nomination portfolio (see Appendix C) will be prepared for submission to System Administration for selected nominees. Successful candidates who have electronic portfolios may be asked to provide certain sections of the portfolio as hard copies for the SUNY review process.
 - e. When a nominee that meets all the criteria, but is not selected as the top candidate, the committee chair may offer the opportunity to defer until the following year (see sample Appendix D). If the nominee chooses to defer, s/he does not need to be re-nominated. The nominee will be entered in the next application cycle with a new pool of candidates. Deferred nominees may update their portfolios prior to the next review cycle.

Samples of correspondence may be found in Appendix D.

Distinguished Service Professorship (DSP) Committee

APPENDIX A

DSP Eligibility Checklist

Candidate Name _____

Eligibility Criteria	Yes	No
Nominee has attained the rank of full Professor.		
Nominee has held the rank of Professor for five years and must have at least three years of full-time service at the nominating institution, and must have completed at least ten years of full-time service in the State University of New York.		
Nominee is scheduled for a sabbatical during the period of the selection process. <ul style="list-style-type: none"> • <i>If so, the nominee is INELIGIBLE and should be given the opportunity to defer the nomination until the sabbatical is complete.</i> 		

Restrictions on Eligibility:

- Faculty holding Distinguished Faculty Rank – Distinguished Librarian, Distinguished Professor, Distinguished Service Professor, or Distinguished Teaching Professor – may not be nominated for another Distinguished Faculty Rank designation.
- Faculty may not be nominated for Excellence Awards and DFR in the same season.
- Faculty holding qualified academic appointments (as defined in Board of Trustees policies: individuals holding titles of academic rank that are preceded by the designation ...“visiting” or other similar designations) may not be nominated.
- Faculty holding a concurrent administrative appointment above the level of department chair for which they receive extra compensation are ineligible for the DSP.
- Faculty who have retired or faculty serving in part-time capacities are ineligible; and
- Posthumous nominations are not permissible.

Distinguished Service Professorship (DSP) Committee

APPENDIX B

DSP Decision Checklist

Candidate Name _____

Selection Criteria (*adapted from SUNY Policies & Procedures*)

The Distinguished Service Professorship is conferred upon faculty having achieved a distinguished reputation for service not only to the campus and the University, but also to the community, the State of New York or even the nation, by sustained effort in the application of intellectual skills drawing from the candidate's scholarly and research interests. It is bestowed on faculty in all disciplines and fields of study.

The following criteria are to be used in selecting nominees for this award:

<http://system.suny.edu/academic-affairs/faculty-staff-awards/distinguished-faculty-ranks/>

Criteria	Indicators	Yes	No
Local Service Level	The portfolio and letters of recommendation provide evidence that the nominee demonstrates substantial distinguished service at the local campus level and/or local community or regional level.		
State and/or National and/or International Service Level	The portfolio and letters of recommendation provide evidence that the nominee demonstrates substantial distinguished service at the state and/or national- and/or international level.		
Service Beyond Professional Expectations	The portfolio and letters of recommendation provide evidence that the distinguished service exceeds the service generally considered to be part of a candidate's basic professional work (professional committees, etc.) and should include service that exceeds that for which professors are normally compensated. <ul style="list-style-type: none"> • <i>It is not appropriate to build a nomination dossier of a former administrator based upon service while in an administrative appointment.</i> 		
Scope of Service	The portfolio and letters of recommendation provide evidence that the distinguished service extends over multiple years and involves the application of intellectual skills drawing from the candidate's scholarly and research interests to issues of public concern, and may include, but not be solely based upon, exceptional leadership in local and system-wide faculty governance.		
Decision	<i>The nominee meets, and preferably surpasses, all criteria for the award.</i>		

Distinguished Service Professorship (DSP) Committee

APPENDIX C

SUNY NOMINATION PORTFOLIO (*excerpted from SUNY Policies and Procedures for the DFR*)

Once a decision is made to submit a nomination, a nomination portfolio will be compiled. It will consist of the President's letter of endorsement, a nomination abstract, the candidate's curriculum vita, key campus nominating letters, external letters of recommendation, and, for DTP nominations, course evaluations and grading scales in recent courses. The contents of these supporting documents are described below:

President's Endorsement/Transmittal Letter – This letter, signed by the President, should highlight the candidate's most outstanding accomplishments and describe the campus support for the nomination. [This letter may be the document used in or as the basis for the Board of Trustees resolution, should the nomination be recommended.] The letter should be addressed to the State University Provost, SUNY System Administration, State University Plaza, 353 Broadway, Room S525, Albany, New York 12246-2915. A separate letter is to accompany each nomination.

Nomination Abstract – Please provide a brief one paragraph abstract of no more than 200 words. This abstract should provide a clear, thematic picture that describes the candidate's main accomplishments. It should highlight why the candidate has been nominated and may be taken from other parts of the nomination package. If the candidate is an awardee, this abstract may be used for press releases, testimonials and/or award ceremonies.

Curriculum Vita – An up-to-date and moderately comprehensive vita that should have separate sections for educational background, academic/visiting appointments, honors and awards received, national academy memberships, publications, external funding, invited/keynote presentations, other presentations, teaching accomplishments (including lists of graduate dissertations, theses and research directed and other mentoring), and service contributions to the University, the community, and the profession (work with learned societies, editorial boards, conferences organized, and other relevant activities). Entries for awards should indicate significance of each item. Specific data must include the date of the last update, the candidate's department, the date of appointment to the SUNY system, highest rank attained and date of appointment to that rank.

Internal Letters of Recommendation – In addition to the letter from the President, at least five, but no more than eight, letters are needed, including one from the Provost (Chief Academic Officer) and one from the candidate's Dean/Division Head that provide detailed information and the specific rationale – preferably in laymen's terms – for the candidate's nomination. Letters from those holding Distinguished rank are encouraged.

External Letters of Recommendation – At least five but no more than eight, are needed to validate the stature of the candidate proposed for appointment. Each external letter should be accompanied by a one to five page detailed description of the author's stature sufficient to provide review panelists a context for the recommendation submitted. The recommenders should:

- comment briefly about their relationship to the candidate,
- corroborate the candidate's merit for appointment,
- describe the candidate's stature in the profession and/or community,
- catalog the candidate's most important professional achievements,

Distinguished Service Professorship (DSP) Committee

- speak to the influence and impact of the candidate's contribution on the profession and/or community, and
- explain the significance of the candidate's service awards and honors.

SUBMISSION

Check the SUNY Policies and Procedures for the DTP for deadlines and submission details.

Distinguished Service Professorship (DSP) Committee

APPENDIX D

Samples of Correspondence

FROM FACULTY SENATE CHAIR/PRESIDENT'S OFFICE

SAMPLE OF EMAIL ANNOUNCEMENT FOR NOMINATIONS

Nominations Sought for SUNY Distinguished Professorships

Nominations are now being accepted for the following SUNY distinguished ranks: Distinguished Teaching Professor (DTP), Distinguished Service Professor (DSP), Distinguished Professor (DP) and Distinguished Librarian (DL). **[For end of spring semester:** Summer is a great time to be thinking about potential nominees and drafting a nomination letter!]

Created by the State University Board of Trustees as a prestigious system-level distinction, the Distinguished Faculty Rank (DFR) programs recognize and reward SUNY's finest and most accomplished faculty. The ***DFR is a promotion to an esteemed, tenured rank above that of full professor.*** Individuals so appointed are at a professional level beyond that which can be attained at the campus level.

Eligibility for the Distinguished Professorship ranks is limited to individuals who have been full professors for at least five years and who have completed at least ten years of full-time service in SUNY.

The criteria for the promotions are attached. Complete SUNY policies and procedures may be found at the following URL address:

<http://system.suny.edu/academic-affairs/faculty-staff-awards/distinguished-faculty-ranks/>.

Persons wishing to nominate someone for any of these ranks should submit the nominee's name and a detailed justification not to exceed two typed pages to **NAME** in the President's Office **no later than September 15**. (Note: Nominations submitted without detailed justification will not be reviewed by the committee.) Nominations may also be submitted by email, to EMAIL ADDRESS. Individuals may not self-nominate for these awards.

Thank you.

Distinguished Service Professorship (DSP) Committee

FROM THE PRESIDENT'S OFFICE/SENATE CHAIR

COMMITTEE APPOINTMENT NOTIFICATION

Dear XXXX,

Thank you for accepting an appointment to the Distinguished Service Professor Committee. We have attached the committee's procedures so you can familiarize yourself with them before the committee becomes active for the next promotion cycle. Your three-year term begins September YEAR and ends August YEAR.

Your willingness to contribute to this important committee is greatly appreciated!

Best,

Name

President's Office

Name

Chair, Faculty Senate

Distinguished Service Professorship (DSP) Committee

FROM THE PRESIDENT'S OFFICE

SAMPLE LETTER TO REQUEST CV FROM ELIGIBLE NOMINEES

TO: **NOMINEE**

FROM: President's Office

DATE: **DATE**

RE: NOMINATION FOR PROMOTION TO THE RANK OF DISTINGUISHED SERVICE PROFESSOR

NAME OF NOMINATOR has nominated you for promotion to the rank of Distinguished Service Professor. Congratulations on this recognition of your work.

Please note that the Distinguished Service Professor is a prestigious system-level distinction that recognizes and rewards SUNY's finest and most accomplished faculty. This promotion to the highest rank in the SUNY System also involves obligations and responsibilities. At minimum, you will be expected to serve on future SUNY awards and/or promotion committees. Other possibilities include (adapted from *SUNY Policies and Procedures*):

- Offering lectures and seminars for students and scholars on other campuses of the University, and considering other activities requested of you, consistent with your areas of expertise. You may also be asked, by the Chancellor or a member of the Chancellor's staff, or by a campus President, to promote academic excellence within the State University.
- Function as a role model and devote appropriate service to University-wide activities, both ceremonial and professional, on campuses other than your own when requested to do so by the Chancellor.
- Devote time to curricular reform and to the improvement of instruction both on your home campus and to the University as a whole. Such service may come at the request of the Chancellor or a member of the Chancellor's staff, or a campus President.
- Participate in SUNY's Distinguished Academy.

Please note that if you would like the DSP Committee to proceed with a review of your candidacy for this promotion, you need to submit a CV by **October 1**. If the committee determines that you are a viable candidate, you will be notified and asked to submit portfolio and internal and external letters of recommendation to the President's Office by **December 1**. You can find guidelines and criteria for the award at the SUNY website:

<http://system.suny.edu/academic-affairs/faculty-staff-awards/distinguished-faculty-ranks/>

If you have questions, you are welcome to contact me at **PHONE or E-MAIL ADDRESS**.

Best wishes.

Distinguished Service Professorship (DSP) Committee

FROM THE PRESIDENT'S OFFICE

SAMPLE PORTFOLIO REQUEST

CONFIDENTIAL

Good afternoon. Congratulations! The Distinguished Service Professor (DSP) Committee met recently and requested your portfolio for review in consideration of promotion to Distinguished Service Professor.

Your portfolio and letters of support are due on **December 1**. The portfolio should be organized to reflect the criteria for the promotion. Please bring it or send it to the President's Office, Miller Building 408, and I will notify the DSP committee of its availability for review.

Criteria, policies and procedures for the promotion can be accessed at: <http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>. Just a reminder, too, that 5-8 internal and 5 – 8 external letters will be required.

If you have questions at any time, please feel free to contact me.

Best,

FROM THE COMMITTEE CHAIR

DEFERMENT OFFER

CONFIDENTIAL

Good afternoon.

As members of the selection committee for the Distinguished Service Professorship, my colleagues and I were pleased to have the opportunity to review your application for this promotion. Your accomplishments in the area of **XXX** were impressive. This year's applicant pool was exceptionally strong, and after much deliberation, we selected another candidate to put forward to SUNY.

At the same time, we found your qualifications for this promotion to be quite strong. We would like to invite you to keep your application active for consideration in next year's DFR cycle. Please let me know if you would like your application to be considered again next year. If so, you may update your portfolio before the review process starts again.

We are grateful for the time and effort you put into this process and we thank you for your ongoing contributions to our campus and the SUNY system.

Sincerely,

NAME of Committee chair

On behalf of the DSP Committee

Distinguished Service Professorship (DSP) Committee

FROM THE COMMITTEE CHAIR

SAMPLE LETTER FOR THOSE NOT SELECTED WITH FEEDBACK

CONFIDENTIAL

Good afternoon.

As members of the selection committee for the Distinguished Service Professorship, my colleagues and I were pleased to have the opportunity to review your application for this promotion. Your accomplishments in the area of **XXX** were impressive. This year's applicant pool was exceptionally strong, and after much deliberation, we selected another candidate to put forward to SUNY.

The committee noted a few areas in your portfolio that could be strengthened to help you address the rigorous criteria for this promotion. These include **[list suggestions]**. We hope these suggestions will be helpful to you, should you be nominated again. **OR**

If you are interested, a member of our committee would be happy to provide you with feedback on your application materials. Please let me know if you would like to meet with a committee member to get this feedback.

We are grateful for the time and effort you put into this process and we thank you for your ongoing contributions to our campus and SUNY.

Sincerely,

NAME of Committee chair

On behalf of the DSP Committee