

NEW JERSEY INSTITUTE OF TECHNOLOGY
Committee on Promotion and Tenure
Distinguished Professors Review Subcommittee By-laws
CFRR Draft (Akansu, Gordon, Maher, Shih Oct 2, 2019)

I. CHARGE OF THE SUBCOMMITTEE

The criteria for promotion to the rank of Distinguished Professor are defined by section 2.3.1.4 *Distinguished Professor* of the NJIT Faculty Handbook. The Distinguished Professors Review Subcommittee (DPRS) of the University Committee on Promotion and Tenure processes and reviews all nominations for promotion to the rank of Distinguished Professor. It will make a recommendation on promotion to the Provost, who confers with the President. The President then makes recommendations for promotion to the Board of Trustees.

II. MEMBERSHIP

DPRS is comprised of 7 faculty members. There must be at least one representative from each of the five Colleges or Schools. There shall be two representatives from each of the two Colleges or Schools with the largest numbers of tenured and tenure-track faculty. No representative shall hold an administrative title at or above the level of Associate Dean. The current members of the University P&T Committee are not allowed to be a member of DPRS. All members must have tenure at the rank of Distinguished Professor when possible. If not possible, a faculty member at the rank of Professor with tenure may serve on DPRS. The DPRS membership is for a one year term and consecutive membership is not allowed. Four members of DPRS are chosen by the Provost from a slate nominated by Faculty Senate. The other three members are appointed by the Provost. The Provost will strive for a maximum range of disciplines and Departments to be represented on this Committee.

III. ADMINISTRATION

The members elect the Chair and Vice Chair of DPRS with simple majority rule at its first meeting of the academic year. All members must participate in person in the election. The Chair is responsible for the administration of the Subcommittee, including the organizing of meetings and setting agendas (at least one week in advance) and sharing them with the members, and communicating with the Provost on behalf of the Subcommittee. If the Chair cannot perform the duties of the office at a particular meeting or for a longer period, the Vice Chair assumes the duties of the Chair. In case the Chair is unable to complete the term, Vice Chair automatically becomes the Chair and DPRS elects a new Vice Chair for the rest of the term.

IV. NOMINATIONS

Nominations for promotion to the rank of Distinguished Professor may be made directly to the Provost by any member of the Faculty or by a Department P&T Committee. The required format of CV for promotion to Distinguished Professor, the deadline to apply and other relevant information are posted at the website of the Provost Office. In addition, the nominee must provide a list of six external reviewers who can evaluate and furnish detailed reference letters on the accomplishments and standing of the candidate among her/his peers. The Provost transmits such nominations to DPRS. A faculty member is allowed to be nominated for promotion to the rank of Distinguished Professor once in a two-year period.

V. MEETINGS

DPRS holds three meetings in each semester. Additional meetings may be called by the Chair as necessary. The quorum is a majority of the voting membership of DPRS. All DPRS recommendations to the Provost must be voted in person by all of its members with secret paper ballot. Meeting minutes are taken by the Vice-Chair. The Vice-Chair will distribute the minutes to the members within a week after such meeting.

VI. GUIDING PRINCIPLES FOR REVIEW

It is emphasized in Sec. 2.3.1.4 of the NJIT Faculty Handbook that Distinguished Professor position is intended for individuals whose accomplishments significantly exceed those of Professors, and include a sustained record of nationally and internationally recognized preeminence in their field(s) of expertise.

Sec. 2.1.2 of the NJIT Faculty Handbook states that effective instruction, scholarly research, and community service are the responsibility of the Faculty. To this end, Faculty members are expected to perform appropriate instruction by helping students understand current practice within their disciplines. As members of the larger academic community, Faculty members are expected to contribute through research and scholarly activities to the advancement of their disciplines. Faculty members are also expected to participate in varied service activities which strengthen the university and the society at large.

The elevation to the Fellow or equivalent membership level of the relevant society indicates the out of the ordinary contributions and impact of the candidate to her/his professional discipline. Similarly, an outstanding and sustained record of academic mentorship and doctoral research advisor role supported with strong number of citations to the resulting publications in the open literature provides a convincing evidence for the scholarship strength of the applicant.

The term “scholarly research” in Sec. 2.3.1.4 of the NJIT Faculty Handbook may be taken to include alternative demonstrations of individual achievement in disciplines and sub-disciplines in which different standards prevail such as the production of a body of original, creative, and professionally recognized work by Faculty with fields of expertise in architecture, theater, creative writing, and the arts.

VII. REVIEW PROCESS OF DPRS

DPRS meetings and proceedings must be fully compliant with the integrity and confidentiality rules, and principles of the University Committee on Promotion and Tenure. DPRS Chair is the only person entitled to communicate with the Provost regarding its activity.

DPRS will select a three-member Review Faculty Group (RFG) for each case. At most one member of RFG will be a faculty of the applicant’s college or school. RFG elects its Chair. The RFG will pick three names from the list of six external references provided by the applicant in addition to the three external references it identifies among the distinguished scholars (National Academy member, Fellow (or the highest) grade member of the most relevant professional society) from peer institutions, research laboratories and industry. The Chair of the RFG presents DPRS the list of six external references recommended by the Group with their reasoning. DPRS votes for three names from this list. Then, DPRS Chair sends out requests for the total of six external reference letters. In case any of those six references declines to submit their letters, the process described will be repeated

for the missing letter(s), accordingly. Reference letters must be solicited for nominees for promotion to Distinguished Professor that are recommended by a 2/3 majority of the senior members of the P&T committee of their department.

Similarly, the Chair of DPRS will ask the applicant's Department Chair and College or School Dean to furnish their reference letters.

After receiving these eight reference letters, six external and two internal, DPRS will deliberate the case and decide on it through a majority vote of its all members with a close ballot. The Chair of DPRS will send the written recommendation to the Provost along with the vote count and its justification.

VIII. APPEAL PROCESS

A faculty member whose application for the rank of Distinguished Professor is denied may appeal the decision to the Provost in writing and with the supporting evidence and reasoning. Then, the Provost forwards the request to the Chair of DPRS. DPRS re-evaluates the case including the appeal letter and makes its recommendation on the appeal to the Provost.

IX. APPROVAL AND AMENDMENT OF DPRS BYLAWS

These bylaws require super majority (two-thirds) vote of the members for the DPRS approval at a meeting where all members must be at presence. Similarly, any amendment to these bylaws must be approved by super majority at a meeting where all members must be at presence.