

CU DISTINGUISHED PROFESSORSHIPS

University of Colorado Denver Process

The title "Distinguished Professor" is the highest honor that the University of Colorado bestows on its own faculty members. This title is extended to recognize the outstanding contributions of tenured faculty members to their academic disciplines. Candidates nominated for a distinguished professorship must demonstrate accomplishments in accordance with university-wide criteria. Currently there are five active distinguished professors at the CU Denver campus. See the [complete list](#) on the CU Office of Academic Affairs website.

Policies

[APS #1017-Procedures for Implementing Regent Actions on Distinguished Professorships](#) establishes criteria and procedures for nominating and recommending faculty for the title of Distinguished Professor at the University of Colorado. Each CU campus has its own nomination process.

[Campus Administrative Policy #1010-Distinguished Professorships](#) sets forth procedures for nominating candidates at University of Colorado Denver and University of Colorado Anschutz for consideration for designation as distinguished professors.

Criteria

- Distinguished performance in scholarly/creative work;
- Excellence in the promotion of learning and student attainment of knowledge and skills; and
- Outstanding leadership and service to the profession and to CU and/or affiliate institutions.

A candidate must have served at least five years at the CU campus and/or affiliate institution making the nomination. This requirement may be waived with the approval of two-thirds of the campus review committee members and unanimous approval by the members of the president's advisory committee.

Nomination Timeline and Procedures

<i>Deadline Date</i>	<i>Action</i>
March 1	Nominator submits all required materials to Dean's Office for dean's review and approval
April 1	Dean prepares a letter of transmittal to the chancellor, and submits nomination to Office of Faculty Affairs (Betsy Metzger, betsy.metzger@ucdenver.edu)

April-May	Nominations are screened by Distinguished Professor Chancellor's Review Committee (senior faculty peers, typically distinguished professors, who have been recognized for research/scholarly contributions). Primary nominator and/or the dean presents the nomination to the committee at a meeting.
June	Chancellor's Review Committee advises the provost on the merits of each nomination and makes a positive or negative recommendation.
July 1	Provost consults with the chancellor, who then submits nominations to system Office of Academic Affairs.
August-October	President's Review Committee (four-six DPs, no more than two per campus) reviews dossiers from all campuses, meets to hear from presenter of the recommendation and subject matter experts identified in nomination packet. Committee submits recommendations to the president for review and action. President transmits positive recommendations to Board of Regents. If it is a negative recommendation, president notifies campus chancellor including a rationale for the decision.
November Board of Regents Meeting	Usually when Distinguished Professorships are approved and announced

Nomination Materials

1. Required Materials

Nomination materials submitted to the president's office must demonstrate how the nominee has met the criteria. The following items are required:

- a. One paragraph executive summary that briefly explains the individual's area(s) of expertise and professional accomplishments that warrant the title of Distinguished Professor.
- b. Nomination letter that discusses (1) the nominee's distinguished performance in scholarly/creative work; (2) promotion of learning and student attainment of knowledge and skills; and (3) leadership and service. In discussing the nominee's record, the letter should clearly indicate the nominee's area(s) of expertise and standing in the field, and identify national or international recognitions and significant public service achievements.
- c. Letters from outstanding scholars or professionals in the field that address the nominee's scholarly/creative work and describe the nominee's standing in their area(s) of specialization and in the broader field.
 - i. The letters are normally provided by highly regarded individuals from respected institutions. Selection of external evaluators shall be undertaken by the department in consultation with the candidate. Candidates shall be given the opportunity to suggest possible evaluators and may also indicate specific scholars to exclude from

consideration because their evaluations might be biased against the candidate.

- ii. Generally, a maximum of six letters is accepted, but in the case of a nominee who has contributed to multiple fields, as many as eight letters may be submitted. The nomination file should include one-paragraph biographies of the letter writers.
 - d. Letters from former undergraduate, professional or graduate students, or fellows describing the impact of the nominee's teaching/supervision/mentoring upon their own careers.
 - i. A maximum of six letters may be submitted. One-paragraph biographies of those writing the letters may be submitted.
 - e. Summary results from Faculty Course Questionnaires (FCQs) and/or a similar campus-approved teaching evaluation process for all courses taught in the previous five years or other evaluations of student instruction appropriate to other forms of instruction. In addition, nominators may provide other campus or school/college accepted measures of teaching quality (see the [APS 1009 - Multiple Means of Teaching Evaluation](#)).
 - f. Documentation of the impact of the nominee's service on the profession and CU campus and/or affiliate institution.
 - g. Complete curriculum vitae for the nominee.
 - h. Names and contact information of one or two subject matter experts, i.e., persons from the faculty member's discipline who are knowledgeable about their work, who shall be available to answer questions from the advisory committee about the candidate and their field. The subject matter experts may be from within or outside the university. Note: At least one subject matter expert must be external to CU.
2. Guidelines for Preparing Nomination Materials
- a. Demonstrating a record of distinguished performance in scholarly/creative work.
 - i. The nomination materials should indicate that professor's work has received national and (where appropriate) international recognition and the professor has had a major impact on their field. It is expected that a significant amount of work has been done since the professor came to CU.
 - ii. The nomination materials should make clear to people in other disciplines the standards and measures of excellence used within the field. The materials should indicate what constitutes a distinguished record and what indicates that the nominee is a leader in their field. This is especially important in professional, library, and performance-based fields.
 - iii. If the nominee's record includes grants with multiple investigators or publications with multiple authors, letters should explain their individual role. Letters may also clarify the forms or media through which scholars normally publish or present in their field, including the role of articles versus books.
 - iv. Merit may also be demonstrated by memberships, awards, prizes, and fellowships that indicate that the nominee is considered a leading member of the discipline by their peers. The nomination letter should explain the status of such honors within the field. Examples of honors at the national level include book awards, a Pulitzer Prize, or fellowships like a Guggenheim or MacArthur. In the natural sciences and engineering, a typical indicator of merit might include membership in the National

- Academy of Sciences or the National Academy of Engineering. Awards and prizes within a particular subfield may also be presented.
- v. Merit may be demonstrated by publication in top tier journals or presses and citations to those articles; for artists, exhibitions or performances in prestigious venues. When possible, a nomination should include measures of the candidate's scholarly impact, e.g., their "h-index" or another measure that can assess their scholarly impact in terms of citations.
 - vi. Selected reviews of major publications or performances may be provided as appropriate.
 - vii. If applicable to the field, information on extramural funding or grants can be provided.
- b. Demonstrating excellence in the promotion of learning and student attainment of knowledge and skills. (This may include direction of undergraduate research and independent study, graduate research, theses, dissertations, clinical education and mentoring.)

In addition to the required letters from former students and results of teaching evaluations, nomination materials may address:

- i. Awards or prizes for teaching achievements, or outstanding student evaluations.
 - ii. Development of new courses; development of new clinical techniques; curriculum revision; interdisciplinary teaching; larger projects to improve pedagogy; innovative syllabi, websites, or other instructional materials, as summarized in the nomination file; education-related grants.
 - iii. Professional accomplishments of former undergraduate and/or graduate or professional students supervised by the nominee, including their current occupation and position. The nomination letter should explain if the nominee has not been able to train graduate students due to the nature of the field or program at CU or the affiliated institution.
- c. Demonstrating a record of outstanding leadership and service to the profession and to CU and/or affiliate institutions.

Demonstration of merit may include:

- i. Up to three letters from colleagues in the profession or at the CU campus describing the nominee's contributions.

Questions? Contact Betsy Metzger, Faculty Affairs Campus Administrator,
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1/29/2026