

How to Nominate a Faculty Member

Required Materials:

Initial nomination materials submitted by the nominator:

- Nomination Letter
- Current CV for nominee

Once nomination has been approved the SPC will solicit the following:

- 5 Internal letters of recommendation
 - 1 letter must be from Dean
 - 1 letter must be from the Provost
 - **Distinguished Teaching Professor: At least 2 internal letters are required to be from current students**

*The SPC is required to check with the Deans Office for specific school procedures on obtaining the Dean's letter. **The Provost Office will obtain additional letters from the Provost and President.** The Presidents letter is separate from the 5 internal letters of recommendation.*

- Internal release forms
- 5 External letters of recommendation
- External release forms
- Current abbreviated CVs from all external letter submitters
 - External CV's for **Distinguished Teaching Professor, Distinguished Service Professor, and Distinguished Librarian** are limited to **5 pages**

Additional forms submitted by the nominator:

- Nomination Abstract

Timeline for submission: The on-campus Distinguished Committees will meet twice a semester to review any new cases and new material for ongoing cases. All materials MUST be reviewed and approved by the on-campus committee before being sent to the president's office 1 month before the final SUNY submission deadline.

SUNY deadlines 2025-2026:

Fall 2025:

SUNY Deadline: **September 12, 2025**

Deadline to president's office: **August 1, 2025**

Deadline for completed dossiers to on-campus committee: **April 15, 2025**

Spring 2026:

SUNY Deadline: **January 9, 2026**

Deadline to president's office: **November 1, 2025**

Deadline for completed dossiers to on-campus committee: **August 15, 2025**

Fall 2026:

SUNY Deadline: **October 10, 2026**

Deadline to president's office: **September 1, 2026**

Deadline for completed dossiers to on-campus committee: **May 15, 2026**

Step 1: A nomination letter and current CV must be submitted via the online platform.

Nomination letter: Should highlight ways this faculty members work has been transformative in their field and why this faculty member is deserving of this promotion. It should provide concrete examples on what makes their research/teaching/service stand out from not only that of their peers, but other renowned people in their field as a whole. This should include h-indices (if applicable) and other professional citations.

Current CV: This CV should be as current as possible and should have separate sections for:

- Educational background
- Academic/visiting appointments
- Honors and awards received
- Publications
- External funding
- Invited/keynote presentations
- H/I index numbers if applicable
- Other presentations
- Teaching accomplishments (including lists of graduate dissertations, theses and research directed and other mentoring)
- 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.

Once a nomination letter and current CV have been obtained, the nominator will complete the Distinguished Professor E-Form on the online submission platform found at [myBinghamton.edu](https://my.binghamton.edu) and upload these documents to the form.

Online Platform:

https://my.binghamton.edu/workflow/provost_office_eforms/distinguished_professors_case_request

- Visit [**my.Binghamton.edu**]
- Select [**Other**] on the right-hand side of the top menu bar.
- Select [**Provost Office E-Forms**]
- Select [**Distinguished Professor Case Request**] on the right-hand side of the top menu bar.

The screenshot shows the myBinghamton nomination form. At the top, there is a navigation bar with the myBinghamton logo and icons for BU Brain, Courses, and QuikPay. Below this is a menu with options: MAIN, CAMPUS LIFE, NEWS / EVENTS, TOOLS, ITS, and OTHER. The main form area contains several sections:

- Nominee***: A dropdown menu.
- Present Title***: A text input field.
- Department***: A dropdown menu.
- Nominee Case Type***: A dropdown menu with "Please Select" as the current option.
- Supporting Files**: A section containing two dropdown menus:
 - Attach Resume***: A dropdown menu with the instruction "Please upload the resumer cv of the candidate".
 - Attach Nomination Letter***: A dropdown menu with the instruction "Please upload the nomination letter".
- File Upload Area**: A light blue box with the text "Please upload additional documents in the box below:" and two buttons: "Clear" and "Submit".
- Bottom Box**: A dashed-line box containing two labels: "1.5 MB" and "0.2 MB".

- Under **[Nominee]** select the faculty member from the drop-down menu or type in their name
- Under **[Present Title]** type in the faculty member's current title
- Under **[Department]** select the department the faculty member works in from the drop-down menu or type in the department name
- Under **[Nominee Case Type]** select the type of Distinguished status they are being nominated for from the drop-down menu
- Upload the nomination letter and the CV by dragging the files from your desktop into the **[Drop files here to upload attachments]** section.
- Once the files are uploaded and appear in the bottom box, click on the drop down arrow under **[Attach resume]** and select the resume
- Click on the drop down arrow under **[Attach nomination letter]** and select the nomination letter

Once the nomination letter and the CV have been submitted through the online portal, the provost's office will make sure the nominee meets all basic criteria. The nominator will receive an email if the case has been accepted for review or denied. If the case meets the initial criteria, the request will be approved, and an online profile will be generated for the on-campus Distinguished Professor Committee to review at their next meeting.

Once the case has been discussed, the nominator and the Dean's office will receive an email on behalf of the Chair of the Distinguished Committee with the next steps in the process which can be any of the following:

- **Resubmission of the nomination packet:** The nomination letter may need to be tweaked to highlight the faculty members exceptional contributions or the CV may need to be more thorough.
- **Denial of nomination:** The nominee may be too early on in their career to have a convincing case. The committee will recommend ways this candidate can improve their repertoire. Generally, this includes nominations for other campus awards first.
- **Forming an SPC:** The case has been approved by the committee and letters of recommendation can now be pursued. The nominator and Dean's office should create a small committee comprised of other Distinguished Faculty members that are familiar with the nominee's field (but not close to the candidate).