

**Binghamton University**  
**Distinguished Service Professor**  
**FACULTY PERSONNEL ACTION SUMMARY**

**Name:** \_\_\_\_\_

**Academic Subdivision:** \_\_\_\_\_

**In order for the candidate to be eligible for appointment to the rank of Distinguished Service Professor, the following criteria need to be met.**

The candidate:	<b>Correct</b>
Does not currently hold a Distinguished Faculty Rank	[    ]
Does not hold a concurrent administrative appointment - above the level of department chair/director - for which extra compensation is received	[    ]
Is currently employed full-time	[    ]
Has held the rank of full professor for at least five years	[    ]
Has at least three years of full-time service at Binghamton University	[    ]
Has at least ten years of full-time service in the State University of New York	[    ]

## Nomination Abstract Must Follow

Nomination Abstract – Please provide a brief one paragraph abstract of 150 to 180 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 to DSP 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 or testimonials.**

A candidate for Distinguished Service Professor must demonstrate substantial distinguished service **both:**

- A. At the local campus level and/or local community or regional level; **and**
- B. At the state-wide and/or nation-wide and/or international level

Distinguished service must exceed the work 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. Thus, faculty with a concurrent administrative appointment – above the level of department chair/director or equivalent – for which they receive extra compensation are ineligible. Furthermore, it is not appropriate to build a nomination dossier of a former administrator based upon service while in an administrative appointment. Distinguished service must extend over multiple years and involve 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.

## **An Up-To-Date and Complete Curriculum Vitae Must Follow**

An up-to-date and moderately comprehensive vita that should have separate sections for educational background, academic/visiting appointments, honors and awards received, 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 Must Follow**  
(Signatures required)

At least five, but no more than eight, letters are needed. Key Campus Nomination Letters – Letters from the Provost (Chief Academic Officer) and candidate's Dean/Division Head are to provide detailed information and the specific rationale – preferably in laymen's terms – for the candidate's nomination and justification for appointment.

## **External Letters of Recommendation Must Follow**

(Signatures and release forms required)

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 of recommendation should be accompanied either by the author's *curriculum vitae* or a detailed description of the author's stature sufficient to provide review panelists a context for the recommendation submitted.**

**Distinguished Service Professor** – In these letters, 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 achievements, 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.