

**REVISED**

December 10, 2018

Dear Deans, Chairs and Distinguished Professors:

As you know, in Fall 2014, City College amended its procedure so that now the College requires that a review and evaluation of Distinguished Professors be conducted only **every five years** instead of every year. This timeframe was amended to coincide with the University's requirements for the evaluation of Distinguished Professors.

In June 2017, CUNY's Board of Trustees Policy 5.062 concerning Distinguished Professors was revised to stipulate the following:

“Colleges must review the performance of all Distinguished Professors at the end of every fifth year after initial reappointment. The President will submit the review to the Executive Vice Chancellor and University Provost. In consultation with the appropriate departmental and College persons, the President is expected to recommend to the Executive Vice Chancellor and University Provost that a Distinguished Professorship be discontinued if there is a failure to perform at the scholarly levels expected of person at that rank.”

In compliance with the CUNY Board of Trustees' revised memorandum, and in order to regularize the required review process at City College, a review of all current Distinguished Professors who have been in title for more than two years will take place in Spring 2019. Thenceforward, a review of Distinguished Professors who have been in title for more than two years will take place every five years.

Documentation used in the review will be:

- 1) A current CV
- 2) A list of accomplishments since the last reappointment (or since the initial appointment if not previously reviewed)
- 3) A report by the Dean or the Dean's designee contextualizing the Distinguished Professor's recent accomplishments within the standards of the discipline, informed by an oral report given by the Department Chair or the Chair's designee to the School/Divisional P&B Committee after the vote by the Department Executive Committee and before the vote by the School/Divisional P&B. The Dean's report will be placed in the faculty member's confidential administration file.

Per the College's approval process for reappointments, recommendations for reappointment by a school/divisional P&B will proceed to review by the College-wide review Committee, which will make a recommendation to the President.

It should be noted that the University will, as customary, annually reappoint Distinguished Professors via the Chancellor's University Report. During the non-review years, this reappointment will continue to be made automatically by the Office of Human Resources.

The effective date of the new practices described above is retroactive to September 1, 2018. If you have any questions about this change, please contact Dr. Mary Ruth Strzeszewski in my office ([mrstrzeszewski@ccny.cuny.edu](mailto:mrstrzeszewski@ccny.cuny.edu)) or x8349.

A five-year review of named professorships will take place in Academic Year 2019-2020.

Yours truly,

A handwritten signature in black ink, appearing to read "Tony M. Liss". The signature is fluid and cursive, with a large initial "T" and "M".

Tony M. Liss, PhD  
Interim Provost & Senior Vice President  
For Academic Affairs

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