



Procedure Owner:	Provost			 <p>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في مؤسسة قطر Member of Qatar Foundation</p>
Responsible Unit:	Provost Office			
Procedure Name:	Distinguished Professor Procedure			
Procedure ID Code:	AC FA.03.009.01	Rev. 01	Page 1 of 3	

## DISTINGUISHED PROFESSOR PROCEDURE

Ver.	Approval Date	Effective Date	Type of Change	Approved by	Description of Change
00	08/05/2017	08/05/2017	Initial Release	Board of Trustees	
01	01/02/2023	01/02/2023	Revision	President	Separation from policy document, Review of timeline, and further clarification of process steps.

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## 1. Purpose

This procedure outlines the process by which a faculty member can apply and be conferred the Distinguished Professor title under the existing Distinguished Professor Policy.

## 2. Scope

This procedure is for faculty members at the rank of full professor or an equivalent rank wishing to apply for the Distinguished Professor title and for the university to establish and ensure a standardized application, review and approval process. It supplements the Distinguished Professor Policy and the Academic Faculty Employment Policy but any revisions to these policies will supersede the procedures herein in case of conflict.

## 3. Terms, Abbreviations, and Definitions

Term/Abbreviation	Definition
Distinguished Professor	The highest honorific designation conferred by the University to recognize extraordinary, national, regional, and international scholarly attainment. This is not a separate rank but an honor.
Distinguished Professor Committee (DPC)	A committee appointed by the Provost and consisting of at least five full professors.


## 4. Roles and Responsibilities

Applicants are faculty members wishing to apply for the Distinguished Professor title. The recommendation to confer the Distinguished Professor title to faculty will be based on the evaluation of the DPC. The Distinguished Professor Committee makes a recommendation to the Provost, who submits his own recommendation to the President. The President makes the final decision.

## 5. Procedure

The review process for Distinguished Professor applications is as follows:

1. The Provost appoints a committee, Distinguished Professor Committee, to evaluate applications.
2. Applicants submit their applications electronically to the Office of the Provost. Applicants are to provide:
  - a. A cover letter that details the significance and impact of the candidate's work;
  - b. Current Curriculum Vitae (CV);
  - c. Evidentiary documentation of the candidate's contribution to teaching and services; and
  - d. Selected publications and other evidence of the candidate's scholarly/creative work.
3. The Office of the Provost forwards received submissions electronically to the DPC for review.
4. The DPC reviews received applications and selects the ones that should progress further with the review process.
5. For each selected application, the DPC obtains a letter from the dean of the applicant's college and external letters from professors or individuals who are similarly qualified to evaluate the candidate's international reputation and impact in their field. Four to six external letters are required. The candidate may provide a list of suggested names, but letters from individuals not on that list are also required.
6. The DPC submits a detailed report for each application to the Provost that reflects on the applicant's dossier including the research portfolio, evidence of exceptional performance in research/creative work, and international recognition at the highest level. The committee shall recommend deserving candidates, though it has the latitude to recommend none.
7. The Provost submits his own recommendation to the President.
8. The President makes the final decision and notifies the successful candidates.

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9. The DPC notified unsuccessful candidates.

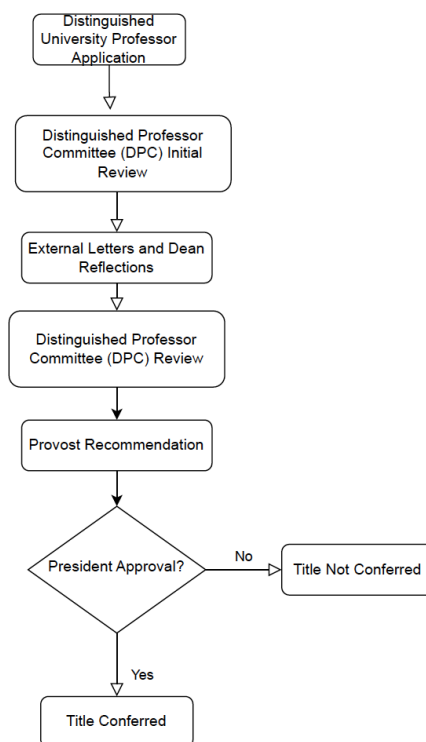


Figure 6.1: Distinguished Professor Procedure.

The typical timeline for internal Distinguished Professor applications is as follows:

- Announcement: Late September
- Deadline for candidates to submit applications to the Office of the Provost: First week of January
- Deadline for DPC to submit recommendations to the Provost: First week of May
- Deadline for Provost to submit recommendations to the President: 31<sup>st</sup> of May
- President's Decision and Notification of Candidates: Mid June
- The conferment of the Distinguished Professor title and associated benefits shall be effective on July 1<sup>st</sup>.

## 6. Associated Guidelines, Forms, Templates, and other Supporting Documents

AC FA.03.009.00.51 - Term of Reference of the Distinguished Professor Committee

## 7. References and Related Policies and Procedures

AC FA.03.001 - Academic Faculty Employment Policy

AC FA.03.009 - Distinguished Professor Policy

## 8. Source, Responsible Office, Authority

This procedure was developed by the Office of the Provost, reviewed by College Deans, the Human Resources Department, reviewed and endorsed by the University Policy Officer and the Provost, and approved by the University President. The Office of the Provost is responsible for overseeing and monitoring the implementation of this procedure.