

DISTINGUISHED PROFESSOR HIRING PROGRAM (external)  
 CHANCELLOR'S PROFESSOR APPOINTMENT (internal)  
 WORKFLOW  
 (updated 06.08.21)

**Department/School**

1. Department nomination letter and vote.
2. Chair's letter of support.
3. Dean's letter of support.
4. CV, research, teaching and diversity statements
5. Letters of support
  - a. 3 independent letters, along with an AP-11.



**Distinction Review Committee**

- Standing committee appointed by VPAP composed of current Distinguished, Chancellor's, and Endowed Professors.
- Meets Winter quarter.
- Reviews external candidates for distinguished hiring program, must have qualification for Above Scale appointment.
- Reviews internal candidates for Chancellor's Professor title.

**Distinction Review Committee**  
Does not support

**Distinction Review Committee Supports**  
External candidate for Distinguished FTE hire

**Distinction Review Committee Supports**  
Internal candidate for Chancellor's Professor

**Provost/VPAP notifies Department/School**

**VPAP and Provost**  
Evaluates programmatic needs

**VPAP and Provost**  
Do not support

**VPAP and Provost Support**  
Provost notifies school that they will receive specially funded FTE or candidate approved for recruitment but school supplies FTE

**Department/School**  
Prepares a complete Professor, Above-Scale appointment file that contains all the standard required documents



**COUNCIL ON ACADEMIC PERSONNEL**  
Reviews external candidate for appointment at Professor, Above-Scale

**Provost and Executive Vice Chancellor**  
Final Authority

**Above-Scale**  
Distinguished Professor

**Step 9 or Below**  
Chancellor's Professor