

## **Purdue College of Pharmacy Named and Distinguished Professor Five-Year Review Procedures**

1. Named and Distinguished Professors are to be reviewed every five years, per [procedures](#) that supplement University policy (VI.C.1)
2. To begin the review process, the reviewee prepares a two-page (maximum) statement that describes how he/she is meeting his/her named/distinguished professor responsibilities. The statement provides a summary of his/her research/teaching/engagement program and near-term plans for the program, focused on the expectations of the named/distinguished professorship. The statement and an updated CV are to be submitted to the reviewee's Department Head by May 1 of the review year.
3. The Department Head prepares a summary (one-page max) addressing the reviewee's strengths and weaknesses as they relate to his/her named/distinguished responsibilities. If the reviewee holds an administrative position [i.e., a Department Head], that administrator's immediate supervisor will prepare the summary and manage the review process. Review criteria will be based on exceeding the normative expectations set forth by the respective department or position.
4. The Department Head submits the summary along with the reviewee's statement and updated CV to the Assistant to the Dean by July 1 of the review year.
5. The Dean and Associate Deans review the documents. A written summary of the review is then shared with the reviewee and his/her Department Head in August of the review year.
6. Assuming the review is favorable, the reviewee will present a seminar on his/her program and future plans as it relates to the named/distinguished professorship. The seminar is intended to be a celebration of the named/distinguished professor's work. The seminar is to be organized by the reviewee's department in the fall semester of the review year, and all faculty and staff in the College of Pharmacy are to be invited.
7. Should the review be negative, University procedures will be followed to address the concerns and to insure the named/distinguished professor's rights are fully protected in the process. See [procedures](#) that supplement University policy (VI.C.1).