**Distinguished Professor**



**Nomination Form**

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| **Nominee's Name**: |  | **Job No**: |  |
| **College/**: |  | **Department**: |  |
| **Title** : | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Nomination type:**  **Self**  **Other** | **If other,**  **Nominated by:** | | |
| **College/Center**: |  | **Department**: |  |
| **Signature:** | | | |

**Required Documents Checklist:**

□ Nomination letter (s);

□ Current Curriculum Vitae;

□ Copies of selected publications, abstracts, and other supporting documentation (e.g., awards);

□ A five-year plan, describing the applicant’s future research agenda as well as his/her teaching philosophy. This plan should indicate to evaluators that the applicant has concrete goals for continuing professional work at a very high level;

□ A minimum of 5 letters of support from leaders in the field is required. The letters should confirm that the candidate meets the qualifications above and strongly endorse the Distinguished Professor designation;

□ Evidence of exceptional teaching and service. The expectation in teaching and service shall be scaled proportionally to the assignment of duties.;

Head of Department Signature: VPCAO Signature:

Dean’s Signature: President Signature:

Chairman of DP Signature

**Process and Timelines:**

* All application portfolios should be submitted to the Head of Department by **October 1**;
* Head of Department reviews the portfolios and comments on the applications and submits the portfolios and his recommendations to the College Dean by **November 1**;
* The Dean reviews all portfolios for college nominations, comments on the applications and submits the portfolios, his recommendations and the Head of Department’s recommendations to the Office of VPCAO by **December 1**;
* The Office of the VPCAO forwards the application packages to the Chairman of the DPP Committee;
* The DPP Committee evaluate the nominations/applications and makes recommendations to the VPCAO by **February 1**;
* The VPCAO reviews the Committee’s recommendations and presents his endorsement to the President;
* President review the VPCAO recommendations, and notify VPCAO with his/her decision;
* The decision of the President is final and shall not be appealed.
* The Office of the VPCAO notifies the applicant in writing of the decision to confer the Distinguished Professor designation effective the date of the President’s approval;
* Public announcement of the designation will be made at the annual University Convocation;
* Awards will not necessarily be presented each year. There is no limit to the number of re-nominations in subsequent years; however, the nominee must ensure substantial difference between the nomination dossiers.