

Curators' Distinguished Professor Nomination Checklist

Check List for:

University Mailing Address*:
or Emeritus/a Home Address

In order to prevent submission of notebooks (i.e. volumes of material) which are not necessary and may actually slow the nomination process the checklist below has been provided to assist you in the compilation of curators' professor nomination packets.

Good Standing Verification

Does this nominee uphold the values of the University of Missouri to behave in a manner compatible with the University's function as an educational institution?

Has university disciplinary action ever been taken against this nominee?

Must Haves (in order)

Executive Summary (refer to example for format) *

Nomination letter

Recommendation from the Chancellor *: **(Faculty Affairs Office Will Obtain)**

- a. Nomination Title
 - i. (e.g. Curators' Distinguished Professor, Curators' Distinguished Teaching Professor, Curators' Distinguished Professor Emeritus/Emerita, Curators' Distinguished Teaching Professor Emeritus/Emerita)
- b. Preferred Pronoun for Emeritus/Emerita designation
- c. Anticipated Start Date
- d. Compensation Details (if any)

Support Letter from the Provost* **(Faculty Affairs Office Will Obtain)**

- a. In lieu of a letter, an email from the Provost or the Provost's signature on the Chancellor's recommendation letter is also acceptable
- b. Dean's Name:

Support Letter from the Dean/Director of the School/College

- a. In lieu of a letter, an email from Dean/Director or reference to the Dean or Director's support in the Chancellor's recommendation letter is also acceptable

Recommendation from a Faculty Review Committee **(Faculty Affairs Office Will Obtain)**

- Nominee's Curriculum Vita (CV)
- External Letters of Support

Supplemental Materials (Optional)

- Additional Internal Letters of Support
- Any other materials pertinent to the nomination such as teaching philosophies, syllabi and evaluations and/or publication samples
 - a. Please limit examples to 5 pages or less per item. Do not send complete books, CDs/DVDs, or other artifacts.

***Note:** Only items from the Chancellor and Provost are necessary for Emeritus nominations of faculty members that currently hold a Curator's Distinguished Professorship of any kind.