

Curators' Professorship Nominations - Executive Summary Instructions

1 GENERAL FORMAT

- Microsoft Word file
- Times new Roman
- 12 pt font
- 1 page maximum
- Margins: 1"
- Single space within the paragraph
- Double space between paragraphs

2 HEADER

- Leave blank

3 TITLE

- Proper case
- Bold
- Include:
 - one of the following nomination titles
 - Curators' Distinguished Professor
 - Curators' Distinguished Teaching Professor
 - Curators' Distinguished Professor Emeritus
 - Curators' Distinguished Teaching Professor Emeritus
 - the faculty member's first and last name
 - *do not include titles such as PhD, Dr., MD, etc.*
 - full campus name

3.1 TITLE EXAMPLE

Curators Distinguished Teaching Professor: Elspeth Desani, University of Missouri – Kansas City

4 INTRODUCTION

- 1 paragraph
- Include:
 - Name of professor
 - Campus and year started
 - When appointed to tenured professor
 - Teaching or Research focus

4.1 INTRODUCTION EXAMPLE

Professor Elspeth Desani has been a professor in the Department of Psychology at the University of Missouri-Kansas City since 1989. While focusing her teaching and research on the efficacy of online instruction, Professor Desani was promoted to professor in 1996. Prior to her tenure with the University of Missouri-Kansas City, Dr. Desani spent time at Iowa University, and the National Research Council of Canada. Dr. Desani received her Ph.D. from Wroclaw University of Technology in Poland.

5 BODY

- Headings should be
 - Bold
 - All Caps
- Heading options include but are not limited to:
 - Research
 - Publications
 - Service
 - Teaching
 - Honors & Awards
- Text should comment on the most notable achievements while at the University and that highlight why the faculty member has been nominated.

5.1 BODY EXAMPLE

TEACHING

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6 CONCLUSION

- This section is to be completed by the Office of the Provost or Office of the Chancellor per home campus approval processes.
- 1 paragraph
- Must identify the division or dean/director, the review committee, Provost and Chancellor
- Restate the name of the nominated faculty member
- State the name of the title being requested to be bestowed.

6.1 CONCLUSION EXAMPLE

After carefully evaluating Dr. Desani's accomplishments and upon recommendation of the Dean of Arts & Science, Ted Kopowski, along with a campus-based faculty advisory committee, Provost Tevis and Chancellor Langston request that Professor Elspeth Desani is bestowed the title of Curators Distinguished Teaching Professor.

Footer

- Leave Blank (will be added by the Academic Affairs office)

For completed example see next page

Curators Distinguished Teaching Professor: Elspeth Desani, University of Missouri – Kansas City

Professor Elspeth Desani has been a professor in the Department of Psychology at the University of Missouri-Kansas City since 1989. While focusing her teaching and research on the efficacy of online instruction, Professor Desani was promoted to professor in 1996. Prior to her tenure with the University of Missouri-Kansas City, Dr. Desani spent time at Iowa University, and the National Research Council of Canada. Dr. Desani received her Ph.D. from Wroclaw University of Technology in Poland.

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