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| **Date** | **Responsible** | **Tasks** |
| September | Faculty Affairs | Formal call for nominations will be sent out by S&T Faculty Affairs.   * There is no limitation on the number of nominations from a department or individual nominator. |
| October | Provost | * The Provost names the Curators’ Distinguished Professor (CDP) and Curators’ Distinguished Teaching Professor (CDTP) Committee members. |
| A two-step process will be used to determine the Curators’ Professors recommendations.  **Step One 2025:** | | |
| November 17 | Nominator | An abbreviated packet (electronic format; word or pdf) shall be submitted for each nomination. This shall be forwarded by the nominator electronically to [facultyaffairs@mst.edu](mailto:facultyaffairs@mst.edu).The abbreviated nomination packet shall include:   * Abbreviated CV (No more than 20 pages) * Statement from nominee (No more than 4 pages) * Nomination letter (No more than 3 pages) |
| December 12 | Provost | * Committees’ decisions due to faculty affairs with letters and feedback |
| December 17 | Faculty Affairs | * Faculty Affairs will notify nominees of the committees’ decisions. Those who receive positive decisions may begin preparing full nomination packets with external letters. |
| **Step Two 2026:** | | |
| April 8 | Nominator | Full nomination packets are due for each nomination. This shall be forwarded by the nominator electronically to [facultyaffairs@mst.edu](mailto:facultyaffairs@mst.edu). Full nomination packets shall include:   * Executive Summary * Nomination Letter (No more than 3 pages) * Support letter from the Dean * Full CV * External letters of support (3-4) Optional Materials a. Additional Internal Letters of Support b. Other materials pertinent to the nomination (i.e., teaching philosophies, evaluations, publication samples) |
| May 6 | CDP/CDTP Committee | The committees complete their review and forward their recommendations to [facultyaffairs@mst.edu](mailto:facultyaffairs@mst.edu). |
| May 8 | Faculty Affairs | Faculty Affairs notifies applicants of committees’ decisions and forwards positive recommendations to Provost. |
| June 3 | Provost | Provost shares positive recommendations with Chancellor and final review begins. |
| July 1 | Chancellor | Chancellor finishes review and notifies Faculty Affairs of positive decisions. |
| July 10 | Faculty Affairs | Faculty Affairs submits full nomination packets to UM System. |
| August | UMAA | Submits nominations to the Board of Curators |
| September | Board of Curators | Reviews nominations during closed session for final decisions |