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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.
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| October | Provost | * The Provost names the Curators’ Distinguished Professor (CDP) and Curators’ Distinguished Teaching Professor (CDTP) Committee members.
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| 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.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)
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| December 12 | Provost | * Committees’ decisions due to faculty affairs with letters and feedback
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| 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.
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| **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. 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 Materialsa. Additional Internal Letters of Supportb. Other materials pertinent to the nomination (i.e., teaching philosophies, evaluations, publication samples)
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| May 6 | CDP/CDTP Committee  | The committees complete their review and forward their recommendations to 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 |