

# Curators' Distinguished Professor Nomination Checklist

---

## Check List for:

University Mailing Address:

University Email 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?

## Required Materials (in order)

Executive Summary (refer to example for format)

Nomination letter

Recommendation from the Chancellor that includes:

- a. Nomination Title
  - i. (e.g. Curators' Distinguished Professor, Curators' Distinguished Teaching Professor)
- b. Effective Date
- c. Compensation Details (if any)

Support Letter from the Provost

- Support Letter from the Dean/Director of the School/College
- Recommendation (i.e. Letter of Support) from a Faculty Review Committee
- Nominee's Curriculum Vita (CV)
- External Letters of Support
  - a. Aproximately 3-4 letters will suffice

## Optional Materials

Additional Internal Letters of Support

Other materials pertinent to the nomination (i.e., teaching philosophies, evaluations, publication samples)

- a. Please be mindful of the overall page count of the document. Please do not send complete books.

## For UM System Review

General Counsel

Office of Academic Affairs

President