

# University Distinguished Professors Nomination Check List

(Please use this check list before submitting nominations)

## **New nomination packages must contain the following materials:**

\_\_\_\_\_ A letter of nomination that should be on department letterhead and no more than five pages in length

\_\_\_\_\_ A detailed curriculum vitae

\_\_\_\_\_ A list of four and no more than five eminent scholars outside Kansas State University with national and international recognition and expertise to speak directly to the outstanding qualifications of the nominee

\_\_\_\_\_ Two additional eminent scholars provided by the department head or dean, not provided by nominee

\_\_\_\_\_ Letters of support from the college dean, and either the department head or division/school director, except in support of a nomination of a head/director are optional, but not required

\_\_\_\_\_ A one page summary of the candidate highlighting their outstanding and continuing impact on his or her field and personal honors that have been received to recognize their excellence

*\*\*\*Materials not included in the above list will be discarded. Do not include books, reprints or similar items with the nomination materials\*\*\**

\_\_\_\_\_ Materials should be submitted electronically in the following format:

A pdf file of just the curriculum vitae should be saved and named as follows:

Last name\_vitae\_UDP\_nomination year

Ex: Smith\_vitae\_UDP\_2019-2020

A pdf file of the complete nomination packet (all information except one page summary) should be saved and named as follows:

Last name\_UDP nomination\_nomination year

Ex: Smith\_UDP nomination\_2019-2020

A pdf file of the one page summary should be saved and named as follows:

Last name\_UDP\_summary\_nomination year

Ex: Smith\_UDP\_summary\_2019-2020

**2<sup>nd</sup> and 3<sup>rd</sup> year nomination packages may include any or all of the following materials:**

- \_\_\_\_\_ A new letter of nomination to replace the old one or a one page letter summarizing the major accomplishments of the nominee during the past year
- \_\_\_\_\_ A new/updated curriculum vitae
- \_\_\_\_\_ An additional recommended name for the list of eminent scholars outside Kansas State University who could review the application materials. As with the original list the nominator is expected to provide background information on the referee, contact details, and to ensure that the referee is willing to provide a letter, if requested, by the Provost's Office
- \_\_\_\_\_ An updated one page summary of the candidate highlighting their outstanding and continuing impact on his or her field and personal honors that have been received to recognize their excellence
- \_\_\_\_\_ Materials should be submitted electronically in the following format:

A pdf file of just the curriculum vitae should be saved and named as follows:

Last name\_vitae\_UDP\_nomination year\_eligibility year

Ex: Smith\_vitae\_UDP\_2019-2020\_2<sup>nd</sup> year

Ex: Johnson\_vitae\_UDP\_2019-2020\_3<sup>rd</sup> year

A pdf file of the complete updated nomination packet (also includes curriculum vitae) should be saved and named as follows:

Last name\_UDP updated nomination\_nomination year\_eligibility year

Ex: Smith\_UDP updated nomination\_2019-2020\_2<sup>nd</sup> year

Ex: Johnson\_UDP updated nomination\_2019-2020\_3<sup>rd</sup> year

A pdf file of the one page summary should be saved and named as follows:

Last name\_UDP\_summary\_nomination year\_eligibility year

Ex: Smith\_UDP\_summary\_2019-2020\_2<sup>nd</sup> year

Ex: Johnson\_UDP\_summary\_2019-2020\_3<sup>rd</sup> year

Submit all electronic pdf files to [udpnominations@ksu.edu](mailto:udpnominations@ksu.edu)