

**Named and Distinguished University Professorship Nominations:
Required Documentation for the University Committee on Distinguished Professorships**
Office of the Provost and Executive Vice Chancellor

Files forwarded to the Provost's office for review by the University Committee on Distinguished Professorship must include, at minimum, the following items:

1. A letter of nomination which places the nominee's achievements within the context of the Procedures and Criteria for Appointment to Named and University Distinguished Professorships, available at <http://policy.ku.edu/provost/distinguished-professors>;
2. The nominee's comprehensive curriculum vitae;
3. Letters from **five** distinguished external scholars who can provide an **objective** evaluation of the nominee's research contributions to the discipline, his/her stature in the field, and, as appropriate, speak to the other criteria for a distinguished professorship. Accordingly the majority of the external scholars should have no close personal or professional association with the nominee (e.g., as co-authors, former students, etc.). Invitations to external scholars should request that they include in the letter a description of the length and nature of their association with the nominee.
4. One document containing brief biographical paragraphs about the external scholars;
5. A letter of support from the nominee's department chair (if the chair has not written the nomination letter);
6. A letter of endorsement from the nominee's dean (if the dean has not written the nomination letter);
7. Additional documentation sufficient to establish that the candidate meets the standards in teaching, research, and service as specified in the criteria for a distinguished professorship (e.g., letters from former students or other evidence of teaching excellence, etc.)

Submit the documents in PDF format using the nominee's last name to begin the file names as follows:

LastName FirstInitial Nomination.pdf,
LastName FirstInitial CV.pdf,
LastName FirstInitial ExternalLetters.pdf,
LastName FirstInitial ShortBios.pdf,
LastName FirstInitial ChairLetter.pdf (if applicable),
LastName FirstInitial DeanLetter.pdf (if applicable),
LastName FirstInitial AdditionalDocumentation.pdf.

Documents may also be submitted in hard copy to the Vice Provost for Faculty Development.

For further information, contact the Vice Provost for Faculty Development, Office of the Provost, 250 Strong Hall, 785-864-4904, facultydev@ku.edu

Adopted 1976, December 2011, Updated October 2015.