

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

_____ 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_2016-2017

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_2016-2017

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_2016-2017

2nd and 3rd 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_2016-2017_2nd year

Ex: Johnson_vitae_UDP_2016-2017_3rd 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_2016-2017_2nd year

Ex: Johnson_UDP_updated_nomination_2016-2017_3rd 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_2016-2017_2nd year

Ex: Johnson_UDP_summary_2016-2017_3rd year

Submit all electronic pdf files to udpnominations@ksu.edu