

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. List professional qualifications and any personal/professional relationship (past or current) with the nominee. Current mailing addresses, e-mail addresses, and telephone numbers for each referee must also be provided. Please list in order of preference as the provost office reaches out to the top three names first. (Emeritus faculty of KSU should not be used.)
- _____ 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_2024-2025

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

Last name_UDP nomination_nomination year

Ex: Smith_UDP nomination_2024-2025

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_2024-2025

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_2024-2025_2nd year

Ex: Johnson_vitae_UDP_2024-2025_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_2024-2025_2nd year

Ex: Johnson_UDP updated nomination_2024-2025_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_2024-2025_2nd year

Ex: Johnson_UDP_summary_2024-2025_3rd year

Submit all electronic pdf files to udpnominations@ksu.edu