University of Idaho
A LEGACY OF LEADING

PREPARING AND SUBMITTING DISTINGUISHED PROFESSOR NOMINATIONS

The rank of University Distinguished Professor will be bestowed upon University of Idaho faculty in recognition of sustained excellence in teaching, scholarship, outreach, and service. The rank will be held for the remainder of the recipient's active service at the University of Idaho; if the recipient retires while still employed by the University of Idaho, the title University Distinguished Professor Emeritus will be conferred upon retirement. The rank is meant to be highly honorific and therefore will be conferred on no more than three faculty members university-wide in any given academic year. Additional information and a link to the entire policy can be found at: http://www.uidaho.edu/provost/policyguidelines/distinguishedprofessor.

These materials and in this order (first to last) should be submitted to excellence@uidaho.edu by Friday, February 08, 2013

Order #	Adobe Bookmark Name	Instruction
1.	Cover sheet	See a sample packet on the Provost's website for an example
2.	Cover letter	A letter from the nominator providing a brief summary of the candidate's achievements
3.	UI Standard CV	The candidate's current CV including a list of any significant previous awards
4.	Home unit admin. #1	A letter from the dean/unit administrator of the home unit (primary appointment)
5.	Joint unit admin. #2	**If applicable,** A letter from the joint unit administrator (dean/unit administrator, and/or center executive officer if appropriate
6.	Home dept. admin. #3	A letter from the home department administrator (chair, director, department head, program head (primary appointment))
7.	Joint dept. admin. #4	**If applicable,** A letter from the joint department administrator (chair, director, department head, program head (primary appointment))
8.	Recommendation #1	**Optional but recommended,** A letter(s) of support from student(s), colleague(s) at UI, or colleague(s) at other institutions (maximum of 3)
9.	Recommendation #2	
10.	Recommendation #3	

Setting File Properties:

Click on File, Properties, Initial View (tab at top)
Set "Navigation tab to: Bookmarks panel and page
Set "Page layout" to: Single page
Set "Magnification" to: 100%

Name Adobe File:

2011-12-LAST-First (example) 2011-12-HEATH-Patti

For questions please contact Patti Heath in the Vice Provost for Academic Affairs Office, 208.885.7941 excellence@uidaho.edu.