

## 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 leaves the University and is eligible for emeritus status, the rank will change to University Distinguished Professor Emeritus. 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/policy-guidelines/distinguished-professor>

**These materials and in this order (first to last) should be submitted to [provost@uidaho.edu](mailto:provost@uidaho.edu) by Friday, January 25, 2019**

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	<b>If applicable,</b> 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	<b>If applicable,</b> A letter from the joint department administrator (chair, director, department head, program head (primary appointment))
8.	Recommendation #1	<b>Optional but recommended,</b> A letter(s) of support from student(s), colleague(s) at UI, or colleague(s) at other institutions ( <u>maximum of 3</u> )
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:

2015-16-LAST-First (example) 2015-16-SMITH-Joe

For questions please contact Joana Espinoza in the Vice Provost Office, 208.885.7941 [provost@uidaho.edu](mailto:provost@uidaho.edu).