University Professor Nomination Package Checklist

Submission Deadline: **Tuesday, March 21, 2024**

Nomination packages may be submitted using the online tool on the Provost's website.

☐ Cover Letter

The cover letter should include:

☐ A concise explanation of why the nominee should be considered for a University Professorship;

☐ A statement on teaching contributions;

☐ A list of the names of the referees and the reasons why these scholars were chosen;

☐ And, at least six signatures from at least two departments within the University.

☐ Referee Letters

The referee letters should:

☐ Come from at least two, but no more than five, scholars of international standing in the nominee's field from outside the University;

☐ Comment not only on the impact, but also on the specific nature of the candidate's most influential contribution;

☐ Be addressed to the Vice-President & Provost as Chair of the Selection Committee;

☐ And, be signed by the referee and included in the nomination package submitted online. *

* The nominator is responsible for ensuring that the all referee letters are submitted via the online tool. Letters submitted separately will not be accepted.

☐ Biography

The biography should be:

☐ A maximum of 500 words in length;
☐ Highlight the nominee's educational career history, key achievements, and awards;

☐ And, be written in plain language for use in a public announcement.

☐ Curriculum Vitae and Contributions to Scholarship and Teaching

Three separate documents:

☐ A full and up-to-date curriculum vitae of the nominee;

☐ A short, non-technical description of the nominee's scholarly contributions (1 page);

☐ And, a short description of the nominee's contributions to teaching (1 page).