University Professor Nomination Package Checklist

☐ **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
- ○ at least six signatures from at least two departments within the University

☐ **Referees' Letters**

- ○ from at least two, but no more than five, scholars of international standing in the nominee's field from outside the University
- ○ should comment not only on the impact, but also on the specific nature of the candidate's most influential contributions
- ○ should be addressed to the Vice-President & Provost as Chair of the Selection Committee (and submitted online by the nominator)
- ○ A signed e-copy (electronic/scanned) of each letter must be included in the online nomination package

  The nominator is responsible for ensuring that the letters are submitted via the online nomination form (by the deadline). **Letters submitted separately will not be accepted.**

☐ **Biography**

A 500 – 750 word biography. The plain language biography should highlight the individual's education career history and key achievements and awards. This is an invaluable document for the review committee and is used as the basis for the public announcement in the event that the nominee is appointed a University Professor.

☐ **Curriculum Vitae and Description of Research Interests**

- ○ a full up-to-date curriculum vitae
- ○ a short, non-technical description of the nominee's scholarly contributions (i.e., a few sentences)
- ○ a short description of significant contributions to teaching

Please note that nomination packages for the 2016-17 University Professors will be collected via the University Professor online nomination form on the Provost's website.

If you have any questions, please contact:

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