



University Professor Nomination Package Checklist

Submission Deadline: **Monday, March 18, 2019**

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:

- 500 –750 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).