Curators’ Distinguished Professor
(Teaching and Research)
Timeline and Selection Process 2019

1. Formal call for nominations will be sent out by the Provost by May 31, 2019.
2. Nomination may be via self-nomination, by a colleague or by the chair of the department. The nomination must be endorsed by either the department chair or the department promotion and tenure committee if the nominator is not the chair.
3. There is no limitation on the number of nominations from a department or individual nominator.
4. A two-step process will be used to determine the Curators’ Distinguished Professor and Curators’ Distinguished Teaching Professor recommendations that will be forwarded to the Provost’s Office (provost@mst.edu).
5. **Step One**: An abbreviated dossier (electronic format; word or pdf) shall be submitted for each nomination. This shall be forwarded by the nominator to the Provost by July 1. The abbreviated nomination dossier shall include:
   a. A CV for the nominee that addresses research and scholarly contributions. (Not to exceed 20 pages)
   b. A narrative (not to exceed four pages) from the nominee that emphasizes contributions in the area of nomination (research/scholarship or teaching, as appropriate).
   c. A narrative (not to exceed three pages) from the nominator.
   d. A statement of endorsement from the department chair or the chair of the department promotion and tenure committee. (Note: Not required if the department chair is the nominator.)
6. The Provost will appoint the review committees by July 1. The committees will consist of:
   a. The Vice Chancellor for Research and Dean of Graduate Studies and up to six representatives from the Curators’ Distinguished Professor ranks (for the Curators’ Distinguished Professor review committee).
   b. The Vice Provost for Academic Support and up to six representatives from the Curators’ Distinguished Teaching Professor ranks (for the Curators’ Distinguished Teaching Professor review committee).
   c. The Provost may augment membership of the selection committee with faculty holding endowed chairs/professorships or other comparably and highly qualified faculty.
7. The committees will review the abbreviated nomination dossiers to develop short lists of nominees for full dossier preparation. Review of the abbreviated dossiers will be completed with notification to nominees, nominators and Chairs by July 12.
8. **Step Two**: The nominator will work with the selected nominee(s) from their department and coordinate completion of a full dossier (electronic dossier) for submission to the committee. Instructions for full dossier preparation will be provided to the selected nominees and their respective chairs by July 12. A sample dossier will also be available for review.
9. Full dossiers are due to the Provost’s Office (provost@mst.edu) by July 24.
10. Committee recommendations are due to the Provost’s Office by August 2.
11. The Provost will make recommendations to the Chancellor, who will make the final campus recommendation on the Committee’s recommendation to the President and Board of Curators by August 9.