



## DISTINGUISHED AND NAMED PROFESSORS GUIDELINES FOR DOCUMENT PREPARATION FOR THE BOARD OF TRUSTEES

### Distinguished Professors

- If, after examination and deliberation, the committee votes to recommend the candidate, **1)** a letter signed by all committee members outlining their support is sent to the dean. **2)** Letters (5) of endorsement solicited from well-known national and international peers should be attached to the committee's endorsement letter.
- The dean then prepares a **3)** cover memo to the Provost along with the entire document packet from the Distinguished Professor committee, **4)** a completed President's Office Form 36 (Nomination for Promotion), and **5)** a full vita. A separate **6)** 2-3 page condensed vita should also be sent with the packet. The cover memo needs to include signature lines as follows:

Approval Recommended:

Approved:

\_\_\_\_\_  
Jay T. Akridge                      Date  
Provost and Executive Vice President  
for Academic Affairs and Diversity

\_\_\_\_\_  
Mitchell E. Daniels, Jr.      Date  
President

- These materials should be sent electronically to Ruth Ann Weiderhaft, Office of the Provost. She will route for the appropriate approvals and get the item on the Trustees Agenda for the next possible meeting.
- The distinguished professor has to be able to attend the meeting in order to be ratified. If they are unable to attend, the document will be held until the next Trustees meeting.

### Named Professors

#### ***Assistant or Associate Professors***

- A **1)** memo from review team is sent to the Dean (West Lafayette) or Chancellor (regional campuses) who prepares a **2)** cover memo outlining the review team's recommendation to the Provost along with the entire document packet including a signature block for the Provost only. Besides the memos, the document should include **3)** a full vita, and **4)** letters of support (5). Approval from the Provost completes the process for assistant or associate professors.

### **Full Professors**

- For all candidates at the **professor rank**, the signature block needs to be the same as shown under distinguished professors and include both the Provost and President. The Provost reviews the materials and, if appropriate, recommends approval to the President. If the President approves, the signed document is forwarded to the Board of Trustees for approval at their next meeting.
  - The document should include: **1)** a cover memo from the dean outlining the review team's recommendation with a signature block for the Provost and President, **2)** a copy of the memo from the review team, **3)** a full vita, **4)** letters of support (5), and **5)** a separate 2-3 page condensed vita.
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- Materials for all named positions should be sent electronically to Ruth Ann Weiderhaft, Office of the Provost. She will route for the appropriate approvals and, if for a full professor, will get the item on the Trustees Agenda for the next possible meeting.
  - For named full professor nominations that go to the Board of Trustees, the individual has to be able to attend the meeting in order to be ratified. If they are unable to attend, the ratification will be held until the next Trustees meeting.

***This document is a template to be used by Colleges to list the credentials of individuals invited to write, and have written, a letter of support for a candidate for either a Distinguished or Named Professorship.***

## **Letter Writer Credentials**

[C] = Indicates a letter writer selected by the candidate

[D] = Indicates a letter writer selected by the department

[RC] = Indicates a letter writer selected by the review committee

***This document should list each of the letter writers beginning as follows, using [C], [D], or [RC] as appropriate:***

**[C] Professor 'First Name' 'Last Name'**, Institution Names and Department

Describe the letter writer's credentials and why this letter writer is appropriate to comment about this candidate.

***Please bold the C or D and name, as above.***

***This document should precede copies of the letters for the candidate in the packet. Also, please do your best to avoid requesting letters from two people at the same institution unless the connection with the candidate is in a completely different area.***