

DFC Final Checklist for Dossier Materials

Dossier Materials: PRENOMINATION

Prenominations should include the following materials, submitted in the specific order listed below in a single PDF document with each item separately bookmarked for ease of navigation through the dossier:

1. **Dean or Regional Campus President prenomination letter** that provides:
 - a. The specific Distinguished Professorship category for which the prenomination is being made.
 - b. Brief statement of the basis for the prenomination, situating the assessment relative to standards of excellence in the candidate's field or professional role.
 - i. The reasons should be explained in a fashion that can be easily understood by those outside the field.
 - ii. This statement should be brief because a more detailed explanation of the basis for the prenomination will be provided later in the letter (see (e) below).
 - c. Description of the criteria used for selecting candidates for prenomination.
 - d. Full description of process to vet prenominations within the school or regional campus, including an indication that there has been appropriate faculty consultation in the evaluation process and a description of the form of that consultation.
 - i. If a faculty committee was involved in the recommendation, a copy of that committee's report should be included.
 - ii. If any voting steps did not lead to a unanimous positive outcome, the voting results should be provided along with an explanation for each negative as well as abstaining vote.
 - e. Record of achievement upon which the prenomination is based. It is expected that the achievements of candidates significantly exceeds what is expected of a successful full professor, department chair, dean, etc. However, extraordinary contributions can take many forms and do not necessarily manifest in traditional indicators such as number of peer-reviewed publications or research funding. Please take license to expand on unique contributions that do not fit neatly in the categories below. While information on all categories should be provided, particular depth is requested for those categories that pertain most directly to the distinguished faculty title suggested for the candidate.
 - i. *Academic background*
 - ii. *Research (include the below as appropriate for the field – if not relevant, please indicate.)*
 1. Overview of particularly salient contributions [written without jargon and in a way that faculty from other disciplines are able to understand and appreciate].
 2. Citations, H index [situate in relation to expectations in field(s)].

3. For fields that do not focus exclusively (or even at all) on citation counts, typical indicators of extraordinary success in the particular field, and how the candidate compares to others (e.g., reviews of performances in top newspapers, books published by top publishers in a field, book reviews, conferences held drawing on candidate's scholarly contributions, etc.).
 4. Publications, including a specific explanation of the meaning of the order of authorship used in the field(s) (e.g., the significance associated with "first author," "last author," "senior author," etc.). This explanation should be written so that the significance of the order of authorship can be understood by those outside the field(s).
 5. Funding [situate in relation to expectations in field(s) and explain the relevance and meaning of different categories of funding, where applicable, so that the significance of the funding can be understood by those outside the field].
 6. Graduate students and Post-Docs mentored [situate in relation to expectations in field(s)].
 7. Editorships, or other significant service roles in the field that indicate national or international prominence.
 8. Public engagement and societal impact, if any [situate in relation to expectations in field(s)].
 9. Any other indicators of national/international reputation not captured above.
- iii. *Service (Please limit to exemplary contributions, including leadership of important initiatives, contributions to significant change efforts, implementation of key programs to enhance university or societal outcomes...)*
1. Service to the Department and Unit (e.g., transformative contributions to operating structure or educational program, expansion or major enhancement of functions).
 2. Service to the University (e.g., leadership in University-wide initiatives, committees, or administrative roles beyond the normal expectations of faculty).
 3. Service to the Profession (e.g., leadership in professional societies, founding new associations or journals, establishing new opportunities in mentoring, outreach to underrepresented populations).
 4. Service to the Community, locally and internationally (e.g., activities with high impact on university recognition and standing, leadership in establishing new opportunities for collaboration).
- iv. *Teaching (include indicators of success such as new courses, teaching innovations, peer and student evaluations, awards, mentorship).*

- v. *Diversity- and inclusion-related contributions and community-engaged research not included in the categories above.*
 - vi. *Awards, Honors, etc., that signal unique and significant contributions.*
 - 1. Notable accolades, Fellow titles in significant societies, Leadership roles, and an explanation of how those forms of recognition rank or compare within the candidate's discipline(s).
 - f. Statement regarding the candidate's future directions and promise for future productivity.
2. **The candidate's current *curriculum vitae*.**

Dossier Materials: FULL NOMINATIONS

Full nominations should include the following materials, submitted in the specific order listed below in a single PDF document with each item separately bookmarked for ease of navigation through the dossier. FULL NOMINATIONS SHOULD BE SUBMITTED ONLY **AFTER** A PRENOMINATION FOR THE CASE HAS BEEN APPROVED:

1. *Revised Prenomination Letter* incorporating a brief overview of the letters of reference and any materially relevant changes regarding the candidate's case following prenomination as well as addressing any issues or requests for information raised by the DFC at the prenomination phase.
2. The nominee's updated current *curriculum vitae*.
3. Personal statements from the candidate on their research, teaching, and service activities.
4. *At least 10 letters of reference* from internationally, nationally, or regionally recognized experts (as appropriate for the field and the criteria for the Distinguished Professorship category indicated in the prenomination).
 - a. Letters of external review should be solicited from scholars who are arm's-length from the candidate, excluding former advisors and advisees, co-authors/co-editors, research collaborators, and current/former colleagues. When this is not possible or feasible as, for example, in a new or emerging field of study, an explanation should be provided in the dossier.
 - b. The preponderance of external letters should be from scholars at distinguished rank, named chairs, or similar titled professorships. When this is not possible or feasible, an explanation should be provided in the dossier.
 - c. In the case of nominations for Distinguished Service Professorships, it may be appropriate to include letters from colleagues, community partners, or others who have directly experienced or benefited from the extraordinary service contributions. A brief explanation should be provided in the dossier of why the specific mix and types of reviewers was chosen for the Distinguished Service Professorship nomination.
 - d. A record should be provided of who was contacted to provide a letter. For those instances where a letter was solicited, but not received, an explanation should be provided in the dossier of why the referees chose not to provide a letter.
 - e. A statement describing the professional standing of the external referees, their relationship to the candidate (if any), and why they were chosen.
 - f. A list of names and contact information for an additional four or five referees who the distinguished faculty committee might contact if more information is needed.