

Nomination Portfolio Cover Sheet

Distinguished Professor (DP)

Distinguished Service Professor (DSP)

Distinguished Teaching Professor (DTP)

Distinguished Librarian (DL)

CANDIDATE CURRENT INFORMATION Surname: _____

CHECK HERE IF THIS IS A RE-SUBMIT

*Full Name (verify from cv) (**Prefix** Dr-Prof-Mr-Mrs-etc / **First—MI—L** / **Suffix** Jr-I-II-III-etc):

*Phonic Pronunciation of First & Last only (ex: Cindy Kraushaar: Sin-dee Craw-shar):

*Full Specific Title (ex: Professor of Anthropology):

Office Phone (area code): _____

SUNY Email: _____

Campus Name (Short): _____

Dept./Office: _____

Building/Room: _____

Street: _____

PO BOX: _____

City/State/Zip: _____

CONTACT PERSON FOR THIS NOMINATION—DESIGNATED BY THE PRESIDENT’S OFFICE

Full Name: _____

Office Phone (area code): _____

SUNY Email: _____

ALL NOMINATIONS ARE CONFIDENTIAL—CANDIDATES SHOULD NOT BE INFORMED

SEQUENCE OF DOCUMENTS

FIVE FILES—ORIGINALS SHOULD BE KEPT IN THE PRESIDENT’S OFFICE

FOR FILES LARGER THAN 25 MB (separate into two or more files as needed)

Internal Documents *(scan as one PDF file in this order)*

- ☐ Internal Table of Contents
- ☐ Cover Sheet
- ☐ President’s Letter of Endorsement
- ☐ Nomination Abstract
- ☐ Candidate CV
- ☐ All Internal Letters of Recommendation
- ☐ All DTP Selected Student Course Evaluations and Grade Distributions

External Letters *(scan as one PDF file in this order)*

- ☐ External Letters Table of Contents
- ☐ All External Letters of Recommendation

External Bios *(scan as one PDF file in same order as External Letters)*

- ☐ External Bios Table of Contents
- ☐ All External CVs *or* Description of Statures

President Letter *(Hand-typed Word-editable Document format)*

- ☐ Letterhead & Signature are **not** required in the Word version

Nomination Abstract *(Hand-typed Word-editable Document format)*

- ☐ Letterhead & Signature are **not** required in the Word version

SENDING INSTRUCTIONS

SEND ONE COMPLETE NOMINATION PORTFOLIO PER CANDIDATE VIA E-MAIL

FOR FILES LARGER THAN 25 MB (separate into two or more files as needed)

E-mail with 5 or more attachments (no zip files) to: Awards@suny.edu

- ☐ Internal Documents *(pdf format)*
- ☐ External Letters *(pdf format)*
- ☐ External Bios *(pdf format)*
- ☐ President Letter *(word-editable format)*
- ☐ Nomination Abstract *(word-editable format)*

DIRECT QUESTIONS TO THE OFFICE OF THE PROVOST

E-Mail: Awards@suny.edu or Phone: 518-320-1670