

**TEMPLATE FOR DISTINGUISHED UNIVERSITY PROFESSOR NOMINATION PACKAGE**

This document provides templates to assist with the building of the necessary letters and documentation for Distinguished University Professor nominations. Bulleted lists include ideas for the kind of information one might consider including. It is not expected that each bulleted item be included in a nomination package as each nominee's scholarship is different. Additions/changes are encouraged as needed to best present the nominee.

For additional information, contact Senior Vice Provost for Faculty Patrick Louchouarn(.1) or Faculty Fellow Andrea Grottoli(.1).

[letterhead]

**SAMPLE DEAN OR DEAN'S DESIGNEE COVER LETTER FOR DISTINGUISHED UNIVERSITY PROFESSOR**

[date]

Dear Distinguished University Professor Selection Committee:

It is my distinct honor to nominate Professor [name] from the College of [name] for recognition as Distinguished University Professor. Attached are the required materials for the nomination package, in which I believe you will find evidence for extraordinary achievements and contributions to advance the field of [insert field].

As their Nominator and Evaluators describe, Professor [name] is

- an inspiring scholar/leader/mentor/of world acclaim/inspiration to their field
- their contributions have been recognized at the highest level within the [discipline] profession
- they have already been recognized national by [name high level awards like National Academy member or similar] for their contributions to the field of [insert field]
- highlight their administrative contributions
- State if they have won national and/or international awards
- Comment of the breadth of their service

In summary, I believe that Professor [name] is deserving of this prestigious designation from the University for their remarkable contributions to their field in research, service to the community, academic administration, and outstanding teaching and mentoring. I fully support the nomination of this outstanding professor to the Distinguished University Professor Committee.

Sincerely,

[signature]

[Dean name]

[title(s)]

[letterhead]

**SAMPLE NOMINATOR LETTER FROM THE UNIT LEAD FOR DISTINGUISHED UNIVERSITY PROFESSOR**

[date]

Dear Distinguished University Professor Selection Committee:

[example first paragraph] The honorific title of *Distinguished University Professor* is awarded to professors who have truly exceptional records in teaching, in research, scholarly or creative work, and in service. Professor **[name]** has transformation achievements in each of these areas. They are a formidable scientist, leader, teacher, and mentor of world acclaim who has in many ways served as a backbone to the fields [area of expertise]. In [year], these contributions were recognized at the highest level within the [discipline] profession when they were elected to the National Academy of [discipline] for their contributions to [field(s) of expertise].

**Teaching and Mentoring**

Prof. [name] is an incredible scientific mentor, as they are...

- Teaching: include details about nominee's skills/accomplishments as a teacher and mentor at the undergraduate, graduate and postdoc levels
- Student mentoring: state numbers of PhD, MS, Senior thesis students and the success of their students
- Faculty mentoring: list accomplishments/recognition for faculty mentoring at OSU and at other institutions. Include how the nominee has inspired others and attracted early careers individual into the discipline

**Research, Scholarship or Creative Works**

Prof. [name] peers proclaim them to be one of the foremost experts in [discipline/field] whose work has had broad and enduring impact.

- Details about research impact, inventions, applications for solving problems in the world, societal impact
- Major advances made because of nominee's scholarship/research/creative work

**Service**

The major national and international awards they have earned derive not only from their brilliant work, but their incredible service across a broad realm. They have served...

- Major service to the discipline (executive committee member for national/international societies/organizations, editorships, board member, founder, trusteeships, officer posts, president of societies, etc...)
- Major service in academic and administrative leadership roles at OSU and other institutions

**Norms of the Discipline**

The interdisciplinary nature of Dr. [nominee name]'s scholarship includes components of x, y, z disciplines.

- Details of nominee's standing within the field relative to peers (ie., number of grad students, publications, sources and amounts of funding, number of citations, h-index, textbooks, etc...)
- Details of nominee's administrative contributions relative to peers (i.e., leadership roles, creation/leader of organizations/societies/academic units or colleges)

**Awards (selected)**

- List major awards (National Academy memberships, Founder Awards, Fellow status of major societies, lifetime achievement level awards from professional societies, etc...). Explain the significance and competitiveness of any national or international honors, awards or Academy memberships.
- Number of invited keynote addresses/speeches and significant lectures

[example closing paragraph] In summary, Dr. [name] is an eminent, internationally-acclaimed scholar whose sustained record of outstanding scholarly, academic, and service activities mark them as fully deserving of The Ohio State University honorific title of Distinguished University Professor.

Sincerely,

[signature], [unite lead name], [title(s)]

[letterhead]

**DOCUMENTATION OF ACCOMPLISHMENTS IN TEACHING/MENTORING, SCHOLARSHIP, AND SERVICE**  
(no more than 5 pages)

**Teaching and Mentoring**

- Impact of classes taught with examples
- Impact of teaching to the broader community/outreach education
- examples of excellence in teaching
- number of grad (PhD, MS) and postdocs, visiting scholars trained
- successes and placement of graduate students and postdocs/scholars
- early career faculty mentoring, recruiting
- advocating and resourcing underrepresented faculty
- list mentoring and teaching awards and the work those awards recognized
- impact on inspiring undergraduate student learning, creativity, impact
- can include quotes from past mentees

**Research, Scholarship, and Creative Works**

- high level awards (National Academy level) and what aspect of nominee's research was recognized with the award
- world ranking (e.g., ISI's most cited in discipline), google scholar h-index, number of citations, number of publications, books, edited books, patents
- significant invited talks/keynotes/plenary
- significance of scholarly contribution (e.g., developed x method/material, inventor of..., created the first..., created a novel way to ....)
- how research/scholarship moved the needle in the field (with examples, can be a few paragraphs)
- documentation of rankings of exhibitions
- multiple books from highly regarded publishers

**Societal Impact (optional)**

- broader impact of work to the university, the community, the nation, the world
- provide specific examples with supporting references if appropriate

**Funding History (optional)**

- total career funding, sources of funding, significance of funding

**Service**

- include information on professional and university service
- examples of service and leadership (e.g., president of professional society, board member, editor, dean, chair, etc..)
- awards for service
- examples of innovation in leadership and service (e.g., created new department, created new professional society, recruited x new faculty, recruited/retained x underrepresented faculty/researchers, spearheading new programs/degrees/training)
- examples of roles in supporting infrastructure (e.g., new buildings, renovation of spaces/floors, establishing new facilities, etc...)

**ADDITIONAL DOCUMENTS REQUIRED FOR THE NOMINATION PACKAGE**

**THREE EXTERNAL LETTERS OF EVALUATION (solicited by Dean of the nominee's college)**  
**CANDIDATE'S CV**