

# Nomination Portfolio Cover Sheet

\_\_\_\_\_ (DP) Distinguished Professor

\_\_\_\_\_ (DSP) Distinguished Service Professor

\_\_\_\_\_ (DTP) Distinguished Teaching Professor

\_\_\_\_\_ (DL) Distinguished Librarian

**\*RE-SUBMIT\* SPRING or FALL of YEAR** \_\_\_\_\_

## CANDIDATE CURRENT INFORMATION

Surname Only \_\_\_\_\_

Full Name (Dr-Prof-Mr-Ms/F-**MI**-L/Suffix) \_\_\_\_\_

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

Full Specific Title (ex: Professor of Anthropology)

Office Phone (area code) \_\_\_\_\_

Email \_\_\_\_\_

Campus Name \_\_\_\_\_

Dept/Office \_\_\_\_\_

Building/Room \_\_\_\_\_

Street \_\_\_\_\_

PO Box \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## DESIGNATED CONTACT PERSON (in the President's Office)

Full Name \_\_\_\_\_

Office Phone (area code) \_\_\_\_\_

Email \_\_\_\_\_

**\*\*ALL NOMINATIONS ARE CONFIDENTIAL—CANDIDATES SHOULD NOT BE INFORMED\*\***

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

### **Internal Documents** *(scan as one .pdf file in this order)*

- Table of Contents
- Cover Sheet
- President's Endorsement/Transmittal Letter
- Candidate Nomination Abstract
- Candidate Curriculum Vita (CV)
- Internal Letters of Recommendation
- Selected Student *Recent Course(s)* Evaluations and Grading Scales **(DTP)**

### **External Letters** *(scan as one .pdf file in this order)*

- Table of Contents
- External Letters of Recommendation

### **External CV's or Descriptions** *(scan as one .pdf file in this order)*

- Table of Contents
- External CV's (Full) **or** Description of Statures **(DP)**
- Description of Statures **(DSP, DTP, DL)**

### **President's Endorsement/Transmittal Letter** *(word editable format)*

- Letterhead & Signature are **not** required in the *word editable version*

### **Candidate Nomination Abstract** *(word editable format)*

- Letterhead is **not** required in the *word editable version*

# SENDING INSTRUCTIONS

Page 3

**SEND BOTH WAYS via E-MAIL & MAIL (campus must retain original portfolios)**

**SEND ONE COMPLETE NOMINATION PORTFOLIO PER CANDIDATE**

**E-MAIL 5 ATTACHMENTS ONCE (no zip files) TO: [Awards@suny.edu](mailto:Awards@suny.edu)**

- Internal Documents *(.pdf format)*
- External Letters *(.pdf format)*
- External CV's or Descriptions *(.pdf format)*
- President's Letter *(word editable format)*
- Candidate Abstract *(word editable format)*

**COPY COMPLETE SET (no binders/folders/usb/flash drives) AS:**

- Internal Documents *(2-sided)*
- External Letters *(2-sided)*
- External CV's or Descriptions *(2-sided)*

**MAIL ONE COPY TO:**

Office of the Provost  
Office of Academic Affairs, Room S-525  
State University of New York System Administration  
State University Plaza, 353 Broadway  
Albany, NY 12246-2915