

Candidate's Last Name _____

CHECKLIST COVER SHEET – DISTINGUISHED SERVICE/TEACHING PROFESSORSHIP

This form is to be the first page of all nominations (original and copy). All items must be attached and all certifications completed. Please photocopy this form as needed for submission of your nominations.

CANDIDATE'S NAME: _____

CANDIDATE'S CAMPUS: _____

COMPLETE POSITION TITLE: _____

CANDIDATE'S DEPARTMENT: _____

CHECK THE PROGRAM TO WHICH THE NOMINATION IS BEING SUBMITTED

- Distinguished Service Professor
- Distinguished Teaching Professor

ENDORSEMENT OF CAMPUS PRESIDENT (REQUIRED)

I certify campus endorsement of this nomination and compliance with program requirements.

President's Signature

Date

President's Telephone Number

PLEASE COMPLETE ALL CERTIFICATIONS FOR REVIEW AT THE UNIVERSITY-WIDE LEVEL

MATERIALS SUBMITTED IN CONJUNCTION WITH THE NOMINATION

The documentation identified below is required as part of the nominee's dossier. Please verify its inclusion in the nomination packet by checking the appropriate boxes.

- | | |
|---|---|
| <input type="checkbox"/> President's Transmittal Letter | <input type="checkbox"/> Nomination Abstract |
| <input type="checkbox"/> Description of Nomination Procedures | <input type="checkbox"/> Summary Presentation |
| <input type="checkbox"/> Vita | |

CAMPUS CONTACT

Please type the name and telephone number of the individual to be contacted in case questions regarding the nomination arise. **The campus is to identify a single individual as the designated contact for all nominations submitted.**

Name & Title _____ Phone Number _____

CERTIFICATIONS

Please certify campus compliance with the *Policies and Procedures* by checking each of the certifications below. (Do not include separate statements regarding the certifications.)

- Local Selection Committee** - This is to certify that the local selection committee was structured as directed and complied with the current *Policies and Procedures*.
- Eligibility Requirements** - This is to certify that the nominee satisfies all eligibility criteria for the program as prescribed in the current *Policies and Procedures*.
- Compliance with Policies** - This is to certify that this nomination complies with the current *Policies and Procedures*.

This form is also available online at <http://www.suny.edu/provost/facultyawards.cfm>

EXPLAIN BELOW ANY DEPARTURES FROM POLICY AS STATED IN THE CURRENT GUIDELINES.