

Items to consider for nomination:

- Candidates must have held the rank of full professor for at least five years in addition to individual eligibility criteria for each specific program as indicated in SUNY Guidelines.
- **SUNY Chancellor's Awards are a useful indicator for nominees.**
- All letters of recommendation should come from faculty at the rank of professor (or equivalent).

Order of Documents for DP Portfolio:

1. Completed Nomination Form – **Responsibility of Nominator**
2. Title page **RESPONSIBILITY OF PROVOST OFFICE**
3. Table of contents. **RESPONSIBILITY OF PROVOST OFFICE**
4. President's Endorsement/Transmittal Letter (to be added after committee deliberations) **RESPONSIBILITY OF PROVOST OFFICE**
5. Nomination Abstract – **Nominating Department**
6. Curriculum Vitae of Nominee – **Nominating Department**
7. Provost's letter of Nomination (to be added after committee deliberations) **RESPONSIBILITY OF PROVOST OFFICE**
8. Letter of Nomination by Dean – **Nominating Department**
9. Internal Letters of Recommendation – At least five, but no more than eight, letters are needed. Key Campus Nomination Letters -- Letters from the Provost (Chief Academic Officer) and candidate's Dean/Division Head are to provide detailed information and the specific rationale – preferably in laymen's terms – for the candidate's nomination and justification for appointment. – Letters from Dean, Provost and President **DO NOT** count towards the 5-8 internal letters required. – **Nominating Department**
10. External Letters of Support accompanied by a one-paragraph (maximally one-page) summary of the external referee's title and position, his/her accomplishments, honors, etc., as well as the relevance of their work to that of the candidate. These letters should be from individuals whose own status or accomplishment is appropriate to a promotion at this level. They should be persons sufficiently acquainted with both the candidate's work and the profession to be able to write an informed letter specifically locating the candidate's standing in and contribution to the discipline, and explaining the significance of the candidate's awards and honors. **Letter writers should be disinterested, that is, generally individuals who have not collaborated, co-authored, co-taught, or been in a student-teacher relationship with the candidate.** If the letter writers have collaborated with the candidate in the past, they should pass the same distance test used by the major funding agencies in the candidate's field: if the relationship is recent or close enough that the proposed letter writer would have to recuse himself/herself from a funding panel considering an application for that candidate, then the proposed letter writer is too recent or close for this promotion dossier. Each external letter of recommendation should be accompanied either by the author's *curriculum vitae* or a detailed description of the author's stature sufficient to provide review panelists a context for the recommendation submitted. – **Nominating Department**
11. Optional internal Letters of Support and external letters from persons who know the candidate well but who do not meet the "disinterested" criteria. These letters will be detached from the file before it is forwarded to SUNY Senior Vice Provost and therefore should not be listed in the formal Table of contents. – **Nominating Department**

***Per SUNY Guidelines, Provost Office must receive new DP submissions from departments by November 15 for a Spring submission and by May 31 for a Fall submission to SUNY Board of Trustees.**