

# Distinguished Professor Nomination Form



UNIVERSITY  
OF MANITOBA

## Important Information:

- Nominations must be received in the Office of the University Secretary, 312 Administration Building, by October 15.
- Nominee must be an active member of the academic staff of the University of Manitoba holding a full-time appointment.

## NOMINEE INFORMATION

**Name of Nominee:**

Faculty/Department:

Address:

*street, city, prov/state*

*country*

*postal code/zip code*

*telephone*

*email address*

**Degrees held by the Nominee, including name of the university awarding each degree:**

Degree	Institution	Date

**Other Honours and Titles held by the Nominee:**

## LETTERS OF SUPPORT

**Names of two persons supplying Letters of Support for the nomination (attach the Letters of Support):**

	Person A	Person B
Name:		
Position:		
Department:		
Institution:		

## EXTERNAL REFEREES

**Names of three external referees who are outstanding scholars in the field of the Nominee and who could evaluate the Nominee:**

	Person A	Person B	Person C
Name:			
Position:			
Address:			
Phone No.:			

## NOMINATOR INFORMATION

**Name of Nominator:**

Faculty/Department:

Address:

*street, city, prov/state*

*country*

*postal code/zip code*

*telephone*

*email address*

## DOCUMENT CHECKLIST

### **Nominations submitted without the following documents will be returned to the Nominator:**

A letter from the Nominator describing reasons for nominating the Nominee, with reference to the following criteria:

- a) outstanding distinction in research or scholarship or, for nominations from units such as Fine Arts and Music, in creative professional activity;
- b) a significant record in teaching;
- c) some indication of the Nominee's standing in his/her field. This should be addressed not only from a national perspective but also from an international perspective.

Please see page 4 of this document for more information about criteria.

Two Letters of Support.

Nominee's abridged curriculum vitae containing details such as education, field of endeavour, a short description of publications.

A citation (maximum 200 words) which must outline:

- background (department, etc.);
- years of service;
- special accomplishments for which the nominee is being put forward.

Please see page 5 of this document for more information about citations.

**NOMINATIONS MUST BE SUBMITTED NO LATER THAN OCTOBER 15**

**NOMINATIONS MAY BE SUBMITTED BY CLICKING ON THE "SUBMIT" BUTTON BELOW**

**OR BY SENDING TO:**

Distinguished Professors Selection Committee  
c/o Mr. Jeff Leclerc, University Secretary  
The University of Manitoba  
Office of the University Secretary  
312 Administration Building  
Winnipeg, MB R3T 2N2

**ANY INQUIRIES SHOULD BE DIRECTED TO:**

Ms. Shelley Foster, Governance Specialist  
Office of the University Secretary  
Telephone: 204-474-6165  
Email: [shelley.foster@umanitoba.ca](mailto:shelley.foster@umanitoba.ca)

# Distinguished Professor Criteria

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Information respecting nominating candidates for Distinguished Professor can be found in the Governing Documents, University Community:

[Distinguished Professor/Distinguished Professor Emeritus/Emerita Policy](#)

[Distinguished Professor/Distinguished Professor Emeritus/Emerita Procedures](#)

Relevant portions of the Policy are as follows:

1. The Board of Governors has approved the establishment of the title “Distinguished Professor” to recognize outstanding members of the academic staff. Only three titles may be conferred each year, and the maximum number of distinguished professors at any one time is twenty-five.
2. A five member selection committee has been named to make recommendations to the Board of Governors on appropriate candidates for the title. Members of the committee represent the health sciences, humanities, natural sciences, and social sciences, plus one other distinguished scholar.
3. The terms of reference of the Distinguished Professors Selection Committee are:
  - (a) to consider nominations, letters of support, and evaluations from referees chosen by the Distinguished Professors Selection Committee;
  - (b) to use the following general criteria as a basis for evaluating nominations:
    - (i) outstanding distinction in research or scholarship or, for nominations from units such as Fine Arts and Music, in creative professional activity;
    - (ii) a significant record in teaching;
  - (c) to recommend to the Board of Governors no more than three candidates a year for the title of Distinguished Professor;
  - (d) to establish its own procedures.
4. All active members of the academic staff of the University of Manitoba holding full-time appointments are eligible for nomination.

The list of individuals who hold the title of Distinguished Professor can be found at:

<http://umanitoba.ca/admin/governance/879.html>

The list of individuals who hold the title of Distinguished Professor Emeritus/Emerita can be found at:

<http://umanitoba.ca/admin/governance/1241.html>

# Distinguished Professor Citations

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The citation is a statement of the significance of the candidate's work as prepared by one of the nominators. It is intended to state very briefly why a candidate should be elected, and is essentially a summary of the nomination. The citation should establish that the candidate has achieved such distinction as described in the relevant policies. Those preparing citations are asked to respect the limitation of length of 200 words. The citation should concentrate on the candidate's original contributions to research and scholarship and service.

To view examples of citations, please click [HERE](#)

The citation should be as readable as possible while sufficiently technical in content to allow those considering the nominations to make a confident assessment of the candidate's work for voting purposes. When a candidate is selected by the Distinguished Professors Selection Committee, the citation is the only document that will be circulated to the Board of Governors to help them in their voting. If a nominee is approved, the citation, or a condensed version of it, will be used for convocation and all related publications. The citation is therefore an important document which should be carefully written and should contain as much useful information as possible.