

## Tips for assembling a DUP nomination

The criteria for the Distinguished University Professor (DUP) award are clearly stated in the Terms of Reference, approved by Senate and the Board of Governors in 2004. Nominators should read the criteria very carefully and ensure that the proposed nominee fits the descriptors of “Outstanding and sustained research record” that has “international impact”; “a sustained record of excellence in teaching” and “a demonstrated history of service” as described in the Terms of Reference.

Accordingly, the nomination letter should clearly summarize the evidence as to why the individual meets each of these criteria. It is recognized that what constitutes a scholarly output differs by discipline and therefore what constitutes evidence will also differ. The following are some generic examples of things that would often be found in a successful nomination:

- Evidence of outstanding and sustained research record would include the metrics of research outputs relevant to the discipline as well as evidence of the impacts of this research some of this can be provided in the CV and/or nomination letter. The case can best be supported by inclusion of support letters particularly international letters, attesting to research impact.
- Evidence of teaching excellence could include awards won, teacher ratings, and curricular contributions. The nomination package could include one or more peer letter(s) about the impact of contributions and/or could include letters from students.
- Evidence of a demonstrated history of service as described in the criteria could be given in the nomination letter with advice to the reader as to the most important contributions in the nominee’s CV.

The nomination should include documentation beyond the nomination letter and CV. There is no guideline as to how many support letters should be included. They should be included to the degree necessary to establish the evidence of outstanding and sustained research record of international impact, excellence in teaching, and a demonstrated history of service.