

Guidelines for Submitting Distinguished Research Professor RENEWAL Nomination

Distinguished Research Professors are reviewed for renewal every five years. Faculty who hold a Distinguished Research Professor designation scheduled for review in **2025-2026** must submit self-nominations for renewal to the [Faculty Success InfoReady Portal](#) by **5:00 PM, October 9, 2025**. Award criteria and renewal are detailed in [UNT Policy 06.015](#). **Applicants must demonstrate they continue to meet or exceed the criteria for the Distinguished Research Professor designation.**

The period under review will be the time since your appointment as Distinguished Research Professor or since your last review, whichever is most recent.

The nomination packet should include the following documents. The award portal allows for each item below to be uploaded separately.

1. Table of contents.
2. 2- to 4-page summary of your scholarly accomplishments since your appointment or review that demonstrates continued distinguished research or creative activity and evidence of the continued extraordinary productivity. The summary must indicate with evidence that the faculty member has *sustained or exceeded* their outstanding performance in research since their original designation or renewal, whichever is most recent.
3. Summary of annual merit evaluations for research/artistic/performance activities by your departmental Personnel Affairs Committee (in the form of a table or graph covering the period under review — the nature and range of the scale must be clearly specified)
4. Copies of annual chair evaluations since appointment or review as Distinguished Research Professor.
5. Other documentation that highlights continued distinguished research accomplishments not mentioned above (e.g. research awards).
6. A current curriculum vitae.

The nomination dossier should ***not*** include course syllabi, copies of publications, or copies of Annual Updates.

Candidates should submit their self-nominations using the [Faculty Success InfoReady Portal](#) by **5:00 PM, October 9, 2025**. Please submit to the award titled **“Distinguished Research Professorship”**.