

## **Guidelines and Requirements for Nominations for the Presidential Early Career Professorship**

A candidate's nomination is based upon an outstanding record of research, scholarship, or creative activity during the probationary period, and whose work shows the potential to be transformative. Faculty in their fifth year or prior are eligible. **The nomination packet should be submitted as one PDF document in the following order with a Table of Contents:**

- 1) Current vita
- 2) A nomination letter from the candidate's Chair, highlighting the nominee's qualifications for the position of Presidential Early Career Professor. The letter should describe in detail how the candidate meets the criteria of (a) having a record of outstanding research, scholarship, or creative activity and (b) demonstrating the potential that the nominee's future work will be transformative.

The Chair should direct the committee's attention to evidence in the nominee's CV and publication list that such a record has, in fact, been achieved.

Given that the selection committee comprises scholars from a wide variety of disciplines, it is incumbent on the Chair to provide any discipline-specific context the committee may need to judge the quality and potential of the scholarship.

Letters from Chairs should be no more than 1,000 words in length.

- 3) A letter from the department's Personnel Affairs Committee (or other unit-level committee, duly constituted for reviewing such nominations), endorsing the Chair's nomination. Letters from departmental PACs should be no more than 1,000 words in length.
- 4) A letter from an individual not at UNT, describing the candidate's qualifications for the position of Presidential Early Career Professor. No more than one letter will be reviewed. In order to achieve as much uniformity as possible across the University, the committee suggests that, in soliciting such a letter, the Chair use the following language:

The Department of \_\_\_\_\_ at the University of North Texas is nominating Professor \_\_\_\_\_ for the position of Presidential Early Career Professor. Professor \_\_\_\_\_ has indicated to me that you might be willing to write a letter, supporting her/his nomination.

If you are willing to write a letter supporting the nomination of Professor \_\_\_\_\_, please describe in some detail why s/he meets the criteria for being named a UNT Presidential Early Career Professor. These criteria are (a) having a record of exceptionally outstanding research,

scholarship, or creative activity and (b) demonstrating the potential that the nominee's future work will be transformative. Your letter should also state what, if any, professional relationship you have or have had to the candidate. Please limit the length of your letter to no more than 1,000 words.

- 5) A description, written by the Chair, giving the qualifications of the external letter writer and the evidence that the letter writer has herself/himself achieved a national or international reputation for excellence in her/his chosen field. The description should be no more than one paragraph long. This description might contain phrases such as, "holds the \_\_\_\_\_ Chair of \_\_\_\_\_ at \_\_\_\_\_ University," "edits a prestigious journal in the field of \_\_\_\_\_," "is a nationally acclaimed art/music critic," "has received the \_\_\_\_\_ National/International Prize for her/his work."
- 6) A letter of support from the candidate's Dean.

The Chair should forward the nomination packet to her/his Dean, who will add to the packet the Dean's own evaluation of the nominee. The Dean should then forward the completed nomination packet to the Provost and Vice President for Academic Affairs electronically in **single PDF document** to the attention of Ana Garcia ([Ana.Garcia@unt.edu](mailto:Ana.Garcia@unt.edu)) by **January 18, 2019**.