

## Moore's Professorship Nomination Checklist

**NOMINATION DEADLINE: Thursday, February 1, 2024**

**NOMINEE:** Last First

Application: New Renewal

College:

Department:

Email:

Mail Code:

Telephone:

**NOMINATOR:** Last First

College:

Department:

Email:

Mail Code:

Telephone:

The candidate is to be nominated for excellence in the following three areas: research, scholarship, and/or creative activity; teaching; and service. The nomination portfolio must be submitted as (5) PDF documents and labeled as follows:

- 1) **Nomination (Label PDF Document: LAST NAME – NOMINATION)**  
*(Documents should be merged in the following order and submitted as a single PDF document)*

Nomination Checklist

Letter of nomination providing justification for the appointment using the criteria listed for each area.

Supporting letter from the Dean unless the Dean is the nominator.

Candidate's current curriculum vitae. (CVs between 5-20 pages only will be accepted.) Also, please highlight items of distinction or note distinctions on a separate 1-2 page summary in front of the CV.

2) **Recommendation Letters (Label PDF document: LAST NAME – LETTERS)**  
***(Documents should be merged and submitted as a single PDF document)***

A minimum of three but no more than 5 external letters of recommendation from eminent educators, scholars, researchers, creative artists and/or leaders in the profession.

A summary of the credentials of each referee and relationship, if any, to the nominee must be provided.

3) **Teaching (Label PDF Document: LAST NAME – TEACHING)**

4) **Research-Scholarship-Creative Activity (Label PDF document: LAST NAME – RESEARCH)**

5) **Service (Label PDF Document: LAST NAME – SERVICE)**

Items 3-5: Submit documentation supporting the areas of excellence (research, scholarship, and/or creative activity; teaching; and service). To aid in the visual presentation of supporting documents, such as brochures, pictures, and/or presentations, we recommend that you consider the use of a multimedia platform. For example, adding a website or a YouTube video that can be accessed through a hyperlink on the PDF document.

**The Maximum file size for each PDF is 20mg.**

Please submit the (5) PDF documents to [mooresaward@uh.edu](mailto:mooresaward@uh.edu) by Wednesday, February 1, 2023.