

**John and Rebecca Moores Professorship
University of Houston
Nomination Checklist**
NOMINATION DEADLINE: Friday, February 6, 2015, by 5:00 p.m.

NOMINEE:

College:

Department:

Office location and mail code:

Telephone:

Email:

NOMINATOR:

College:

Department:

Office location and mail code:

Telephone:

Email:

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: LAST NAME – NOMINATION)
(these documents should be merged and submitted as a single .pdf)

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.

The candidate's current curriculum vitae. It is encouraged to limit the length of the CV, highlight items of distinction or note distinctions on a 1-2 page summary.

2) Recommendation Letters (Label: LAST NAME – LETTERS) *(these 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 applicant, must be provided.

3) Teaching (Label: LAST NAME – TEACHING)

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

5) Service (Label: LAST NAME – SERVICE)

Items 3-5: Documentation supporting the areas of excellence (research, scholarship and/or creative activity; teaching and service.)

Please submit **all** (5) **PDF** documents to moores@share.uh.edu by 5:00 pm on Friday, February 6, 2015.

Please call the Office of Faculty Development and Faculty Affairs at 713-743-9103 with any questions.