

UNIVERSITY OF MAINE ALUMNI ASSOCIATION  
DISTINGUISHED MAINE PROFESSOR (DMP) AWARD

Nomination Guidelines: Revised August 2018

Each college may nominate three (3) tenured professors each year for the DMP Award. The Dean will determine the selection process.

The College DMP Nominating Committee shall be responsible for submitting the nomination packet to the Alumni Association **by 11:59 pm on December 3, 2018 – 1 hard copy and 1 digital copy of documentation of qualifications**, to include:

- A. **Cover page** (see sample) with:
  - 1. Candidate's name
  - 2. Department
  - 3. College
  - 4. Year (Spring, 2019)
  - 5. "Nominee"
  - 6. "UMAA Distinguished Maine Professor"
- B. **One (1) page** letter of nomination.
- C. **Application materials** must include teaching evaluations and other materials from the most recent Post-Tenure Review that documents teaching, research, and public service. Public service is defined as professional volunteerism and not consulting. Teaching will count for 50% of the candidate's total score by the DMP Selection Committee; research and public service count for 25% each.
- D. **Appendices**
  - 1. **Three (3) student evaluations**, comments, letters each restricted in length to one double-sided page
  - 2. **Three (3) faculty/professional endorsements**, comments, letters, each restricted in length to one double-sided page
  - 3. **Copies of nominations** for any of the other three

Presidential Achievement Awards or prior DMP nomination  
(if applicable)

4. **Full curriculum vitae**

**PLEASE adhere to the page limitations.** It is important that documentation be succinct.

E. **Presenters**

The Dean will select two presenters: one faculty member and one current student, to make oral statements of support to the DMP Selection Committee. Telephone and email contact information must be included, along with the names of the presenters, in the application packet.

Please see attach guidelines for presenters.

F. **Delivery Address**

Nomination materials are to be delivered to Buchanan Alumni House, ATTN: Erica Sturrock

Following the selection of the Distinguished Maine Professor by written ballot of the Selection Committee, the Alumni Association will report the scores of all nominees, without their names, to the Deans. Candidates not selected as the DMP may be nominated again at the Dean's discretion.

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**Presenter Guidelines:**

Please identify the college representatives to serve as your presenters in your nomination packet.

Your presenters should include:

- One (1) faculty member, preferably a colleague who has worked closely with your candidate, or a previous DMP from your college.
- One (1) student instructed by your nominee.

These representatives should come well prepared to present verbal testimony in support of their candidates. Each collegiate team will be given 10 minutes, 5 minutes for each presenter, to present their case statement followed by 10 minutes of questions from the selection committee. The student representative should present first-hand testimony to the teaching skills of their candidate and address the impact their nominee has had on the individual's collegiate experiences. Faculty will address the issues of scholarship, professional service, creative accomplishments, and professional public service.

Those designated for representation to the selection committee will meet with in the spring at Buchanan Alumni House, to present their case statements. Each team will be assigned a specific time to appear before the committee. After each presentation, members of the selection committee will be provided the opportunity to ask questions. Once your team has completed its presentation and question and answer period, it will be free to leave. The selection committee will then meet in closed session to deliberate the merits of the presentations and determine the 2019 finalist.