

**UNIVERSITY OF MAINE ALUMNI ASSOCIATION**  
**Nomination Process and Requirements for the**  
**2021 DISTINGUISHED MAINE PROFESSOR AWARD**  
*Revised September 15, 2020*

The Distinguished Maine Professor Award (DMP) is the University of Maine's most prestigious faculty honor. The following guidelines and requirements have been established to ensure that each nominee's record of teaching, research, and public service can be properly evaluated by the DMP Selection Committee.

The DMP Selection Committee will evaluate each nominee based on both the written materials and the oral presentations. Each member of the Selection Committee will vote by secret, weighted ballot. Teaching will count for 50% of the nominee's total score. Research and Public Service will count for 25% each.

Nomination Process and Requirements

1. Each academic college of the University of Maine may nominate no more than three (3) tenured professors. Each dean will determine the selection process for his or her college.
2. Each nomination packet must be submitted as a single PDF document and emailed to [anne.e.cutler@maine.edu](mailto:anne.e.cutler@maine.edu) no later than 11:59 p.m. (Eastern) on Monday, November 2, 2020. The email's time stamp shall be recorded as the official time of submission.
3. Each nomination must include these materials in the following order:
  - a. A cover page that includes the nominee's name, academic college, school or department with which the nominee is affiliated, the phrase "Nominee for 2021 Distinguished Maine Professor," and the nomination's date of submission
  - b. A letter of nomination by the dean or the dean's designee, with the letter not to exceed 400 words in length
  - c. The nominee's current CV
  - d. Representative documents from the nominee's most recent Post-Tenure Review. These shall include teaching evaluations as well as materials that reflect the nominee's body of work in the categories of research (including scholarly and/or creative endeavors) and public service as defined by the university. Public service pertains to professional volunteer service and does not include consulting. IMPORTANT: Do not include outdated CVs or duplicate documents!
  - e. Three (3) letters of commendation or support from current or former students of the nominee. Each letter shall be no more than 400 words in length
  - f. Three (3) letters of commendation or support from faculty/professional associates. Each letter shall be no more than 400 words in length
  - g. The name, cellphone number, email address, and academic title of a faculty member who will offer a five-minute oral statement via Zoom with the DMP Selection Committee in support of the college's nomination
  - h. The name, cellphone number, email address, and class year of a current student (Fall 2020) who will offer a five-minute oral statement via Zoom in support of the college's nomination

NOTE: The Selection Committee will pose questions to the faculty and student representative following their oral presentations.