

**UNIVERSITY OF MAINE ALUMNI ASSOCIATION Nomination Process and
Requirements for the**

2024 DISTINGUISHED MAINE PROFESSOR AWARD

Revised on Aug 31, 2023

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 and fairly evaluated by the DMP Selection Committee, which consists of current and retired faculty members (including former DMP honorees), alumni volunteers appointed by the Alumni Association, student leaders, and representatives of the Alumni Association and the UMaine Foundation.

Each academic college of the University of Maine may nominate up to three (3) tenured professors. Each dean will determine the selection process for his or her college. The DMP Selection Committee shall evaluate each nominee based on materials submitted by the nominee's dean as part of the college's formal nomination packet. Each Selection Committee member will vote by secret, weighted ballot based on the following categories:

1. Teaching (50% of the nominee's total score): Half of a nominee's score in this category shall be based on correspondence and documentation establishing the nominee's qualities as a classroom teacher and teaching innovator, student evaluations, and teaching-related honors and awards. The other half of a nominee's score shall be based on correspondence and documentation establishing the nominee's influence and support of students as an advisor and mentor.
2. Research/Scholarship/Creative Endeavors (25% of the nominee's total score): The Search Committee shall base its evaluation on the following: a. Correspondence submitted to the nominee's academic dean from established scholars in the nominee's discipline. Such correspondence may include letters previously submitted in support of the nominee's candidacy for promotion and tenure as well as correspondence submitted specifically to support the nominee's DMP candidacy; and b. Documentation, presented in the nominee's CV, of the impact of the nominee's research, scholarship and creative endeavors. This can include exceptional publication and citation records, awards and other formal recognition, as well as examples of how the nominee's scholarly activities have had significant impact beyond academia.
3. Public Service (25% of the nominee's total score): The Search Committee shall base its evaluation on correspondence and documentation (e.g., the nominee's CV)

pertaining to each nominee's performance of professional and academic volunteer service on and off campus as defined by the University of Maine.

Nomination Process and Requirements

Each nomination packet must include these materials in the following order:

1. A cover page that includes the nominee's name, academic college, school or department with which the nominee is affiliated, the phrase "Nominee for 2023 Distinguished Maine Professor," and the nomination's date of submission.
2. A letter of nomination by the dean or the dean's designee, with the letter not to exceed 400 words in length.
3. The nominee's current CV.
4. Representative documents from the nominee's Post-Tenure Review. These shall include the nominee's teaching evaluation summaries (including representative student comments presented unedited) from the nominee's past four semesters. The documents should also include materials that reflect the nominee's body of work in the categories of research/scholarship/creative endeavors and public service as defined by the university.
5. Two types of letters that support and satisfy the DMP Award's focus on UMaine's tripartite mission as explained earlier in this document:
 - a. Three (3) letters of support from current or former students for the nominee's DMP candidacy. Each letter should be no more than 400 words in length.
 - b. Three (3) letters of commendation or support of the DMP candidacy from the nominee's faculty/professional peers outside of the University of Maine System. Each letter should be no more than 400 words in length.

IMPORTANT: Aside from the nominee's CV, the remainder of the nomination packet should not exceed 35 pages in length. Do not include outdated CVs or duplicate documents.

Each nomination must be submitted via email as a single PDF document to ashley.twombly@maine.edu no later than 11:59 p.m. (Eastern) on Tuesday, November 7, 2023. The email's time stamp shall be recorded as the official time of submission. **Incomplete nomination packets will not be considered.** Questions should be directed to ashley.twombly@maine.edu.