

Curators Professorship Nominations Executive Summary Instructions

1 GENERAL FORMAT

- x Microsoft Word file
- x Timesnew Roman
- x 12 pt font
- x 1 page maximum
- x Margins: 1"
- x Single space within the paragraph
- x Double space between paragraphs

2 HEADER

- x Leave blank

3 TITLE

- x Proper case
- x Bold
- x Include:
 - o one of the d63h0Td63h0Pr0teo0(e)]TJr *f* d63

3.1 TITLE EXAMPLE

Curators Distinguished Teaching Professor: Elspeth Desani, University of Missouri –
Kansas City

4 INTRODUCTION

- x 1 paragraph
- x Include:
 - o Name of professor
 - o Campus and year started
 - o When appointed to tenure professor
 - o Teaching or Research focus

4.1 INTRODUCTION EXAMPLE

Professor Elspeth Desani has been a professor in the Department of Psychology at the University of Missouri-Kansas City since 1989. While focusing her teaching and research on the efficacy of online instruction, Professor Desani was promoted to professor in 1996. Prior to her tenure with the University of Missouri-Kansas City, Dr. Desani spent time at Iowa University, and the National Research Council of Canada. Dr. Desani received her Ph.D. from Wroclaw University Technology in Poland.

5 BODY

- x Headings should be
 - o Bold
 - o All Caps
- x Heading options include but are not limited to:
 - o Research
 - o Publications
 - o Service
 - o Teaching
 - o Honors & Awards
- x Text should comment on the most notable achievements while at the University and that highlight why the faculty member has been nominated.

5.1 BODY EXAMPLE

TEACHING

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SERVICE

6 CONCLUSION

- x This section is to be completed by the Office of the Provost or Office of the Chancellor per home campus approval processes
- x 1 paragraph
- x Must identify the title to be bestowed (e.g., Distinguished Teaching Professor, Distinguished Service Professor, Distinguished Faculty Award, etc.)

6.1 CONCLUSION EXAMPLE

After carefully evaluating Dr. Desani's accomplishments and upon recommendation of the Dean of Arts & Science, Ted Kopowski, along with a campus based faculty advisory committee, Provost Tevis and Chancellor Langston request that Professor Elspeth Desani is bestowed the title of Curators Distinguished Teaching Professor.

Curators Distinguished Teaching Professor: Elspeth Desani, University of Missouri – Kansas City

Professor Elspeth Desani has been a professor in the Department of Psychology at the University of Missouri-Kansas City since 1989. While focusing her teaching and research on the efficacy of online instruction, Professor Desani was promoted to professor in 1996. Prior to her tenure with the University of Missouri-Kansas City, Dr. Desani spent time at Iowa University, and the National Research Council of Canada. Dr. Desani received her Ph.D. from Wroclaw University of Technology in Poland.

TEACHING

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