

**Calendar for Distinguished University Professor Selection Process  
2023-2024**

September 19, 2023	Call for nominations sent to College Deans & Regional Institution administrators. Nomination committees should be established.
November 17, 2023	Deadline for forwarding nomination packets to the Provost's Office.
Week of November 13-17	Contact References* supplied by the candidate (in nomination packet) to obtain 3 external reviewers asking for response by December 7.
Week of December 11-20	Request Letters from Reviewers** asking for letters by February 12, 2024
<i>Winter Break December 21 – January 2</i>	
End of Classes December 1; End of Term December 7; January 8 First day of Classes	
January 8-January 31	Finalize and confirm Discipline Committees in time for Discipline Committee (or representative from) to meet February-March 2024.
Week of February 12	Information meeting with Discipline committees.
February 12, 2024	Deadline for Reviewer's letters; supplied to Discipline Committees.
February 12-March 8	Discipline Committees meet.
March 8, 2024	Discipline Committee Reports due. Reports are forwarded to the Recommending Committee.
Spring Break March 11-17	
March 8-April 12	Recommending Committee meets as needed to discuss candidates.
April 12, 2024	Recommending Committee report due; forwarded to Provost's Office.
April 26, 2024	Provost Announcement is made.
April 26 Last day of Classes; May 2 End of Term	

\*5 References are supplied by the Nominee

\*\*3 Reviewers are nominated by the References

**OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT**

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