



**MEMORANDUM**

**DATE:** December 15, 2008

**TO:** College Deans and Campus Associate Vice Presidents

**FROM:** Dwayne Smith, Vice Provost

**SUBJECT:** Selection of Distinguished University Professors

We are ready to begin the 2008-2009 process for selecting the Distinguished University Professors. As you may be aware, this is the highest recognition available for faculty at USF. Attached you will find the ***Guidelines for Selection of Distinguished University Professors*** and the **Timeline** for this year's process. To nominate individuals from your College/School, please prepare a nomination packet as described in Item 6 under the "Nomination Procedure" section, and submit it to me by **January 23, 2009**.

In determining your nominations, I recommend that each college appoint a committee or ask the governance body in your college or campus to identify individuals who best meet the qualifications for this title. This will ensure that the collegial nomination process stipulated in Item 3 of the Nomination Procedure is properly implemented.

If you have any questions, please contact **Diana Trueman at x4-8394**.

Thank you.