AAPPS 02.04.10

**SUMMARY PRESENTATION**

The summary presentation will be prepared by the nominees. The document outlines the nominee’s most outstanding qualifications and major achievements and specifically how the nominee excels in each of the selection criteria. It is very important that all selections criteria be addressed and that the document should be no longer than five typed pages. (Refer to **Section V** of the Guidelines.) This summary is reviewed by the preview committee and used to determine which faculty will be requested to provide a complete portfolio for consideration of the University Distinguished Professor award.

**Format:**

The submission document will be titled “Summary Document” and will follow the nomination form. It is suggested that the nominee provide a short introductory paragraph followed by three sections titled “Teaching,” “Research for Creative/Scholarly Activity,” and “Service.” Achievements in each section may be bulleted and followed by the explanation of how the nominee excels in the area discussed.