

Sample DUP External Letter Request

Date

Addressee information

Dear:

Awarded by the President in recognition of extraordinary academic achievement, the highest honor that the University of Maryland bestows upon a member of its faculty is the title of Distinguished University Professor. Bearers of this title should be internationally recognized as leaders in their discipline based on the importance and impact of their scholarly and/or creative achievements. They will also have exemplified the breadth of interest and contributions characteristically encompassed by the traditional role of scholar, teacher, and public servant. That only 7% of our faculty receive this distinction is a recognition of its distinction and honor.

We are nominating [NOMINEE] for this prestigious award. We respectfully request your assessment of [NOMINEE], regarding the extent to which the scholarly contributions of [NOMINEE] have distinguished [him/her] as one of the truly elite scholars of [his/her] field. In addition, we ask that you provide an assessment of the candidate's overall impact and influence on [his/her] field and how [he/she] compares with the top scholars in [his/her] field. In particular, we request your evaluation of the following:

- the most significant contributions of [NOMINEE] to the scholarship and/or practice in [his/her] field;
- the impact(s), and significance the impact(s) of these contributions, on accepted wisdom, scholarship, and/or practice in the field;
- the distinctions and recognitions of [NOMINEE] by others (e.g., societies, associations, academic institutions) through awards, reviews, or other means; and
- whether you would nominate [NOMINEE] for this distinction if [he/she] were a member of your faculty.

Out of respect for the candidates and in keeping with the prestige of the title, we would like the nomination and selection process to remain confidential, and we would be grateful for your cooperation in this matter. We are committed to maintaining a pool of highly qualified candidates.

It would be most helpful to receive your response, addressed to President Wallace Loh, no later than [date]. Please email your signed letter to [contact]. We will include the letter in the nomination packet forwarded to the Distinguished University Professor Selection Committee for consideration. I thank you in advance for your time and effort.

Sincerely,