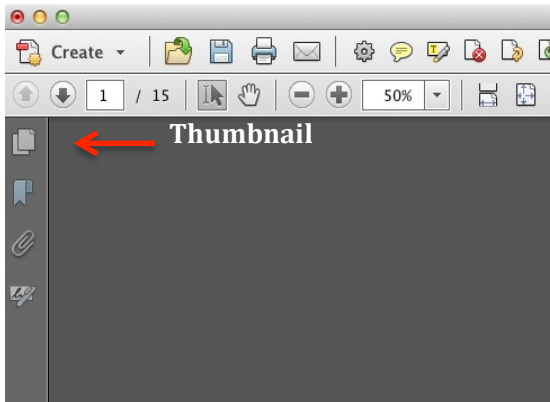


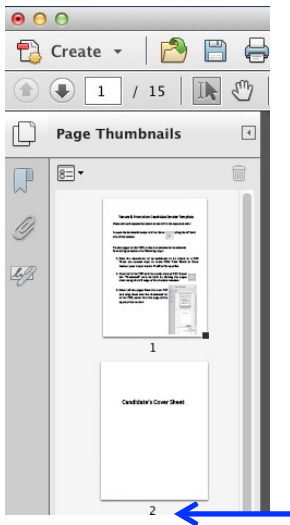
How to Use the “Candidate PDF Distinguished Professor Dossier Template”

To add each required document to this PDF under the bookmarked Title Pages follow these steps:

1. Save the documents to be added as a PDF. To make a PDF from Word or Excel:
 - a. Go to: **File**
 - b. **Save as**
 - c. From the **Format** pull down menu select **PDF**
2. Open the “Candidate PDF Distinguished Professor Dossier Template”
3. Click the “Thumbnail” view on the left side of the document



4. This will display the Thumbnails of the bookmarked Title Pages



5. Drag the PDF file of the document you want to insert under the Title Page for that specific document (Shown as a blue arrow)
6. All the pages of that document will appear under the Title Page in the Thumbnails



TEXAS A&M
UNIVERSITY

Distinguished Professor Nomination Packet



Candidate Dossier Cover Sheet

Distinguished Professor



Item 1
Nominator's Statement on
Quality and Impact

Distinguished Professor



Item 2 Candidate's CV

Distinguished Professor



Item 3
Current and Former Graduate Students'
Information and Recommendations

Distinguished Professor



Item 4

Department's Evaluation of Candidate's Contribution as Texas A&M Faculty

Distinguished Professor



Item 5

Outside Reviewer Letters

Distinguished Professor



Item 6
Endorsement by UDPs
from Same College

Distinguished Professor



Item 7

Awards Committee Report

Distinguished Professor



Item 8 Other Materials

Distinguished Professor