



**FACULTY AND STAFF EXCELLENCE AWARDS
CHECKLIST COVER PAGE**

Name and Title of Nominator:
Address of Nominator:
Phone of Nominator:

Name and Title of Nominee:
Address of Nominee:
Phone of Nominee:

Please complete the following information for each nomination being submitted.

Name of Award (Check one below)

- University-Level Teaching Excellence Award (Tenured, Tenure-Track)**
- University-Level Teaching Excellence Award (Non-Tenure Track)**

Checklist of Materials:

- _____ A nominating letter (see specific award guidelines for details)
- _____ An application letter from the nominee which outlines teaching philosophy and includes evidence of outstanding teaching (see specific award guidelines for details)
- _____ A brief curriculum vitae
- _____ Brief biographical sketch, written by nominee (1-2 pages)
- _____ Up to six supporting letters (see specific award guidelines for details)
- _____ Checklist cover page