



**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 below)

- University-Level Scholar Excellence Award**

**Checklist of Materials:**

\_\_\_\_\_ A nominating letter (see specific award guidelines for details)

\_\_\_\_\_ List of scholarly and creative activities and special awards

\_\_\_\_\_ A current resume or vitae of the individual being nominated, including a complete professional employment history. There is no limit to the length of this document, but it should be a resume or vitae and **is not to include exhibits or supporting information**. (see specific award guidelines for details)

\_\_\_\_\_ Six referees external to the University (see specific award guidelines for details)

\_\_\_\_\_ Checklist cover page