



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 Early Career Faculty Excellence Award**
- University-Level Staff Excellence Award**
- University Women of Distinction Excellence Award**
- University Emerging Leader Award**

Checklist of Materials:

- ____ A nominating letter (see specific award guidelines for details)
- ____ 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)
- ____ Up to six supporting letters (see specific award guidelines for details)
- ____ A list of scholarly and creative activities and special awards (*Early Career Faculty Excellence only*)
- ____ 100-150 word biography of the nominee – may be written by the nominee (*Emerging Leader only*)
- ____ Checklist cover page