



**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