

Checklist for Submission of Materials

(See Guidelines for requirements of specific awards)

- _____ **1. Cover sheet indicating nomination for specific award**
- _____ **2. Narrative by nominee (not to exceed 4 double-spaced pages.)***
- _____ **3. Letter written by the nominator(s) indicating the significance and quality of the work.**
- _____ **4. Curriculum vitae of nominee (not to exceed 5 single-spaced pages).**
- _____ **5. Supporting evidence of excellence during tenure at West Chester University.***
- _____ **6. Supporting letters from faculty, administrators, students, and/or individuals outside West Chester University (optional).***

*** Not required for the Emeritus/Emerita Designation award.**