# 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.**