

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.**