

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 double-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.**