

## **Checklist for Submission of Materials**

- \_\_\_\_\_1. Completed cover sheet.
- \_\_\_\_\_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 time at West Chester University.\*
- \_\_\_\_\_6. Supporting letters from faculty, administrators, students, and/or individuals outside West Chester University (optional).\*
- \_\_\_\_\_7. **Additional criteria for the desired award. See the 'application process' section listed in the document for each award. Each document appears on the Provost's website.**

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