# 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.**

Reviewed 12/21