

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.**