

**BOARD OF REGENTS FACULTY AWARDS
NOMINATION PORTFOLIO CHECKLIST**

**All nomination portfolios must meet the following standards.
*Thank you in advance for your cooperation.***

√ HERE REQUIREMENT

	Certification of Eligibility for Awards form documenting employment history at the institution, timeliness of the supporting materials, and fulfillment of the institution's workload policy in the areas of teaching; research; public service; and other (not included in the 20-page maximum)
	Nomination letter from the president or designee indicating the reasons that the nominee deserves special recognition
	Minimum of two and maximum of five letters of recommendation --at least one letter from the department chair or dean --no more than three letters from individuals external to the institution
	A current, relevant, and <u>abbreviated</u> c.v. or resume of nominee
	One-page essay from the nominee describing how he or she has contributed to excellence in the category of nomination
	Additional documentation of exemplary achievement (such as student evaluations, student testimony, peer critiques, research citations, reviews)
	Additional supporting materials and/or any other material requested by the Institutional Faculty Nominating Committee, the President, or the Regents Faculty Awards Committee
	Numbering of all pages (not including certification form and section dividers) in the portfolio