

**College of Arts and Sciences
Outstanding Award Cover Sheet**

Nominee _____

Department _____

Office Phone _____ E-mail _____

Items to be included in all award nominations:

- _____ Cover sheet
- _____ Letter of nomination
- _____ Full curriculum vita (see instructions for appropriate content and format specific to each award)
- _____ Supporting letter by department chairperson or departmental designee

Additional materials for the Teaching Award only:

- _____ Teaching portfolio

Additional materials for the Research Award only:

- _____ Nominee's research statement
- _____ Minimum of one external, independent letter of evaluation and support

Additional materials for the Service Award only:

- _____ Four additional letters of evaluation and support

Signature of Nominee _____ Date _____

Signature of Department
Chair or Designee _____ Date _____

Send this cover sheet along with all application materials to the College Award Selection Committee, College of Arts and Sciences, Rm. 125 Montgomery Hall no later than Friday, January 23rd, 2009.