**PRESIDENTIAL RESEARCH AND TEACHING AWARDS**

**APPLICATION PACKET CHECKLIST**

All packets must meet the following standards and present the materials in the below order. *Thank you in advance for your cooperation.*

NOTE: Packets are limited to 30 pages. This page limit will be strictly enforced; packets in excess of this amount will not be considered.

**√ HERE REQUIREMENT**

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|  | Departmental Nominating Letter: A supporting letter/memorandum from the Department Chair, designee, or departmental honors committee. |
|  | Summary of significant achievements: A one-page single-spaced summary/essay from the nominee on their contributions in the nominated category |
|  | A current abbreviated c.v. (3 to 5 pages single-spaced). |
|  | Documentation of exemplary achievement (such as student evaluations, student testimony, peer critiques, research citations, reviews, selection of print or screen-based publications and projects, etc.). |
|  | Up to two letters of recommendation, in addition to the nominating letter from the Department Chair, designee, or departmental honors committee. |