

## **TIPS AND SUGGESTIONS FOR PREPARING A CHANCELLOR'S NOMINATION PACKET**

- Address your nomination letters to the “Chancellor’s Award Selection Committee.”
- Nomination letter should be **two** pages in length – no more than three. Memo style is perfectly acceptable.
- Nomination letters should address each of the criteria specified for the award. Format your narrative under each of the award criteria headings.
- Support letters should be one page. **Please double side each letter if longer than one page.** Packet should not exceed five letters.
- Support letters should not be duplications of the nomination letter and do not need to address all criteria.
- Additional supporting materials such as student evaluations and performance appraisals may be added to the nomination packet.
- Be sure to include a current copy of the nominee’s **vita**.
- **Submit eleven copies and one complete set of signed originals by 4 p.m. on December 10 to Sandy Warren, Room 1-303A.**
- Place materials in individual folders. **Be sure all letters are signed.**
- Clearly mark the set of originals. **DO NOT staple or hole-punch originals. All originals must be signed.**
- Recipients of an Excellence Award may not be nominated for another award for a period of five years. Prior Chancellor’s Award recipients may not be nominated again in the same category.
- Sample packets of previous recipients are available for review. Please contact Sandy Warren at ex. 2106.