FACULTY MERIT AWARDS-CPC Form

College Personnel Committees will use this template to assess which applications will be nominated for faculty merit awards. One completed form will go forward with each application packet.

The CPC will send a brief memo of regret to those faculty members whose applications were not forwarded on. Lengthy explanations are not necessary. The memo should be factual, listing the number of submissions in each category and the number of allowed slots and thank them for their submissions. The memo can refer to this template if useful.

The University-wide Merit Committee will only read the 2 supporting pieces of evidence in each category per the guidelines. Please forward only the required pieces of evidence with your recommendations.

The CPC should send a brief note to those applicants whose files are being forwarded to the university-wide merit committee. Please include which categories the applicant is being nominated in.

**Name:** _________________________

**Department/Program:** _________________________

**College:** _________________________

**Application is complete:** Yes ___ No ___
(see second page for required contents of application packets)

**Materials in application refer to AY 2008-09:** Yes ___ No ___
(September 2008-August 2009)

**Category(s) applied for:**

  Teaching ___  Scholarship/creative activity ___  Service ___
  _______________________________________________________________________

**Applicant was found meritorious in:**
(*must be completed by CPC or the candidate will not be considered in that category*)

  Teaching ___  Scholarship/Creative activity ___  Service ___
  _______________________________________________________________________

  ___ This application will not be forwarded to the awards committee in the current round
Application is complete if the following information is included:

- **Nomination cover letter includes:**
  - Clear statement of which outstanding faculty award the faculty member is applying for: a) teaching, b) scholarship and/or creative activity, c) service d) two of the three categories or e) all three categories.
  - Explanation of the quality as well as quantity of the activity put forth by faculty member for consideration of a merit award. For example, for research merit the nomination should include a description of the significance and relevance of the scholarship/creative activity being put forward as meritorious.
    - **Length:** nomination letters should be no longer than three single-spaced pages.

- **Curriculum vitae**

- **Minimum of 1 supporting letter from a faculty peer at EWU (could include department chairs/program directors where appropriate).**
  - **Length:** supporting letters should be no more than two single-spaced pages in length.

- **Two (maximum) supporting pieces of evidence for each category being considered. Evidence may include letters of support from colleagues off campus.** (e.g., if a faculty member is only applying for consideration for service, a minimum of two pieces of evidence supporting service activities are necessary, such as a letter of acknowledgement from the committee chair and/or a product that the committee produced. If a faculty member is applying for consideration in all three categories there needs to be a maximum of two pieces of evidence for teaching, two for research and two for service)