

**CHECKLIST: FACULTY AWARD FOR EXCELLENCE  
IN LEADERSHIP AND SERVICE**

Name of nominee: \_\_\_\_\_

Tenured/Tenure-Track Faculty

Instructional/Research/Clinical Faculty

School/college/library: \_\_\_\_\_

Date: \_\_\_\_\_

Completed checklist (added by Dean/Director's Office)

Letter of support, written by the nominee's Dean, Library Director, or Department Chair/Division Coordinator, that addresses the criteria for the award (added by Dean/Director's Office)

- The leadership and service activities that have occurred during the past three years should be emphasized, although earlier accomplishments with continuing high impact also may be addressed.
- The letter should indicate the nominee's workload allocation for the past three years.

Two- or three-page statement written by the nominee that addresses the criteria for the award.

- The leadership and service activities that have occurred during the past three years should be emphasized, although earlier accomplishments with continuing high impact also may be addressed.

One-to-three page list of major leadership and service accomplishments and activities during the past three years (AY2018-19, AY2019-20, AY2020-21).

Current vita, prepared according to the standard CU Denver format

Additional evidence to help the committee judge the quality, quantity, and impact of the leadership and service contributions

Complete electronic dossier submitted to Betsy Metzger, faculty affairs senior coordinator, Office of the Provost ([Betsy.Metzger@ucdenver.edu](mailto:Betsy.Metzger@ucdenver.edu))