

FARFEL FINALIST CHECKLIST 2019-2020

NOMINEE: Last First

College:

Department:

Email:

Mail code:

Telephone:

NOMINATOR: Last First

College:

Department:

Email:

Mail code:

Telephone:

After notification of eligibility for finalist phase, the nominator/finalist must submit all documents as (4) separate PDF documents containing the materials for the categories of Nomination, Research, Teaching, and Service as listed below. The maximum file size for each PDF is 20mb. Each PDF must be emailed to Farfel@uh.edu.

For recommendations from external letter writers, provide a summary of the credentials of each referee and relationship, if any, to the nominee.

1) Nomination (Label: LAST NAME – NOMINATION)

___ Farfel Finalist Checklist

___ Letter of nomination (from the initial November nomination packet)

___ Curriculum Vitae (from the initial November nomination packet)

2) Research and Scholarship (Label: LAST NAME – RESEARCH)

___ Six letters supporting the quality and significance of the nominee's research and scholarship (at least 3 of which must be from arm's length reviewers from outside the University of Houston community).

3) Teaching (Label: LAST NAME – TEACHING)

- ___ Four Letters addressing the contributions of the nominee to teaching – (3 letters from current/former students, 1 from colleague)
- ___ List of students the nominee has mentored and their current employment or position (if known).
- ___ Documentation of quality teaching, including summarized and comparative student and department course evaluations for the last four semesters.
- ___ Documentation may also include activities such as course development, advising and other contributions to student learning
- ___ Documentation should include record of supervising graduate and undergraduate theses and dissertations.

4) Service (Label: LAST NAME – SERVICE)

- ___ Three letters documenting distinguished and exemplary service to the University, the profession, and the community.

Please submit the **PDF** documents to farfel@uh.edu by **Monday, February 10, 2020**