

FARFEL FINALIST CHECKLIST

NOMINEE:

College:

Department:

Office location and mail code:

Telephone:

Email:

NOMINATOR:

College:

Department:

Office location and mail code:

Telephone:

Email:

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. Each PDF must be emailed to the below email address farfel@share.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)

(document packet from the initial November nomination)

Nomination Checklist

Letter of nomination

Curriculum Vitae

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

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

3) Teaching (Label: LAST NAME – TEACHING)

4 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@share.uh.edu by **Friday, February 6, 2015 – 5:00 pm**.

Please call the Office of Faculty Development and Faculty Affairs at 713-743-9103 with any questions.