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| Provost’s Award for Excellence in Part-Time Teaching Nomination Form |  |

## Nominator Information

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Status / Role |  [ ]  Faculty [ ] Student  |
| College |  |
| Department |  |
| E-mail Address |  | Phone |  |
| Today’s Date |  |

## Nominee Information

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| College |  |
| Department |  |
| E-mail Address |  | Phone |  |

## Required Nomination Materials (see [website](https://www.jmu.edu/cfi/career-planning/consultations/pt-faculty-award.shtml) for details)

**Electronic materials**: In a **single email** from the nominator to cfi@jmu.edu, please include the following files, starting with the nominee’s last name.

* Nomination form: *(example: Smith.nomform.docx*
* Nominator letter: *(example: Smith.nomination.docx)*
* Student letter: *(example: Smith.student letter.docx)*
* Curriculum Vita: *(example: Smith.CV.docx)*
* Course list: *(example: Smith.courselist.docx)*
* Evaluation summary: *(example: Smith.evaluation.docx)*
* Endorsement e-mail from the Academic Unit Head to cfi@jmu.edu indicating support for the nomination *(example: Smith.auh.docx)*
	+ Optional letter: *(example: Smith.optional.docx)*
	+ Supplemental materials: *(example: Smith.supplemental.docx)*

*Email all nomination materials to* *cfi@jmu.edu* *by January 31, 2025.*