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| --- | --- |
| Provost’s Award for Excellence in Part-Time TeachingNomination 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](mailto: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](mailto: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*](mailto:cfi@jmu.edu) *by January 31, 2025.*