

**Dossier Submission Checklist**  
*for the*  
**Francis Alison Faculty Award**

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Instructions: Fill out Part I of this submission sheet. In Part II, check off the items that are included in the submitted dossier. **Sections of the dossier should be sequenced in the order listed in Part II of this form. All sections should be appropriately labeled.** All materials should be submitted by **March 15** to Karren Helsel-Spry at the Faculty Senate Office, 180 S. College Avenue. Please direct questions to [karren@udel.edu](mailto:karren@udel.edu) or 831-2921. Criteria for evaluating nominees are posted on the Faculty Senate's Student and Faculty Honors Committee website at <http://www.udel.edu/teachingawards>

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**PART I**

**Nominee** Name \_\_\_\_\_  
Department \_\_\_\_\_

**Nominating Dean** Name \_\_\_\_\_  
College \_\_\_\_\_  
Contact for questions \_\_\_\_\_ ext. \_\_\_\_\_ email \_\_\_\_\_

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**PART II**

**REQUIRED MATERIALS.** The materials should be organized into the following sections and labeled accordingly. A dossier will be returned unread if any of the required materials are missing.

\_\_\_ **Dean's letter**

Must summarize the quality and impact of the nominee's scholarship and teaching. Is the nominee an internationally or nationally recognized scholar? How seminal or influential is the nominee's research? **People outside the nominee's area of expertise should be able to readily interpret this information.** What is the nominee's impact on students as a teacher, mentor, or advisor? Has the nominee influenced education at the University of Delaware?

\_\_\_ **Chair's letter (unless chair is the candidate)**

Must provide specific and detailed evidence on the quality, importance, and influence of the nominee's research. Again, **people outside the nominee's area of expertise should be able to readily interpret this information.** Must provide specific and detailed supporting evidence for the nominee's influence on students as a teacher, mentor, or advisor and on instruction at the University of Delaware or elsewhere.

\_\_\_ **Nominee's vita**

\_\_\_ **Letters from national and/or international experts**

Should, at minimum, provide information indicating (1) the degree to which the nominee's research is known among top scholars within his or her field of study and (2) the degree to which the nominee's research has influenced the development of the field. Ideally, **these letters should be written so that lay people outside the nominee's area of expertise can readily discern this critical information.**

\_\_\_ **External letters from a previous nomination (optional)**

Letters from previous submissions need not be included. If they are included, they should be grouped in a separate sub-section and labeled accordingly.

\_\_\_ **Letters from former students**

**OPTIONAL MATERIALS.**

\_\_\_ **Letters from UD colleagues**

\_\_\_ **Other – specify** \_\_\_\_\_