

Excellence in Engagement Award Checklist

The following checklist should be used as the coversheet for the nominee's application.

Name: _____

Panther ID: _____

Title: _____

Academic Rank: _____

Department: _____

Year started at FIU: _____

Have you won this award before? _____

If yes, date award won: _____

*The following documents must be uploaded in a **single pdf file**.*

1. Curriculum Vitae

- A CV spanning ONLY the past 5 years.
- The CV should highlight mainly the nominee's accomplishments in engagement.
- Ensure that teaching, learning and research activities relevant to the engagement project(s) are included.

2. Narrative Description

- A 3-page (1,500 word) description highlighting the nominee's accomplishments in support of the criteria listed above.
- Emphasize the formal engagement projects in which the nominee participated, and describe its impact on FIU (research, teaching, and learning) and community stakeholders.

3. Supporting Letters

- Include a **maximum of three (3) letters of support** that speak that speak directly to the nature of the collaboration and the complex challenges addressed, the role of the nominee in the project(s), and the impact of the nominee's engagement activities on the relevant communities.
- If more than 3 letters are included, only the first three letters will be considered.
- It is the responsibility of the nominee to ensure that conflict of interest is avoided while soliciting letters of support for this application.