

Excellence in Service 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 service activities.

2. Narrative Description

- A 3-page (1,500 word) description highlighting the nominee's accomplishments in support of the criteria listed above.
- Emphasize the service performed while a faculty member at FIU, specifically for the department, college, institution, profession and community, and indicate, where relevant, the importance or significance of the service activities.

3. Supporting Letters

- Include a **maximum of three (3) letters of support** that speak directly to the nominee's achievements in service.
- 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.