

**2018 Search for Outstanding Faculty
Official Document Checklist**

✓	Document
	Cover page stating that due diligence has been observed in following the nomination process and in ascertaining the veracity and completeness of the documents – Recipient: Institutional Committee on the Search for Outstanding Faculty 2018
	Signatories of the cover page
	- <i>Dean</i>
	- <i>Department Chair</i>
	- <i>Confirmation from the faculty nominee</i>
	Accomplished official score sheet
	Signatories of the official score sheet
	- <i>Dean</i>
	- <i>Department Chair</i>
	- <i>Confirmation from the faculty nominee</i>
	Copy of official evaluation results pertaining to the prescribed period
	Copy of certificates/certification pertaining to accomplishments in the professional field (awards, scholarships, research publications, papers read, and the like) that fall within the prescribed period
	Copy of certificates/certification pertaining to service to school and community that fall within the prescribed period
	Copy of the list of work accomplished as a result of service to school and community during the prescribed period
	Copy of certification that the nominee is an active member or officer (specify), whichever the case, of the organization
	Copy of the certification from the editor or editorial board of the journal in which the nominee acts as a reviewer
	Copy of certificates/certification pertaining to attendance in department, collegiate, and institutional activities
	Copy of deliberation of the minutes of meeting in the department level
	Copy of the letter of endorsement of the department chair to the dean as chair of the collegiate committee on SOF
	Motion to review the decision of the department level, if any
	Copy of deliberation of the minutes of meeting in the collegiate level
	Signatories of the official document checklist
	- <i>Dean</i>
	- <i>Department Chair</i>
	- <i>Confirmation from the faculty nominee</i>
	Envelope containing all documents is sealed