

## FARFEL FINALIST CHECKLIST 2023-2024

**NOMINEE:**    Last First

College:

Department:

Email:

Mail code:

Telephone:

**NOMINATOR:** Last First

College:

Department:

Email:

Mail code:

Telephone:

After notification of eligibility for finalist phase, the nominator/finalist must submit all documents as (4) separate PDF documents containing the materials for the categories of Nomination, Research, Teaching, and Service as listed below. The maximum file size for each PDF is 20mb. Each PDF must be emailed to Farfel@uh.edu.

***For recommendations from external letter writers, provide a summary of the credentials of each referee and relationship, if any, to the nominee.***

**1) Nomination (Label: LAST NAME – NOMINATION)**

- Farfel Finalist Checklist
- Letter of nomination (from the initial November nomination packet)
- Curriculum Vitae (from the initial November nomination packet)

**2) Research and Scholarship (Label: LAST NAME – RESEARCH)**

- Six letters supporting the quality and significance of the nominee's research and scholarship (at least 3 of which must be from arm's length reviewers from outside the University of Houston community).  
  
One paragraph (1/2 page maximum) description of the qualifications of each external reviewer (also include name, title, rank, position, and institutional affiliation), disclosure of any prior relationship between the candidate and the reviewer (no CVs).

### 3) Teaching (Label: LAST NAME – TEACHING)

- \_\_\_ Four Letters addressing the contributions of the nominee to teaching – (3 letters from current/former students, 1 from colleague)
- \_\_\_ List of students the nominee has mentored and their current employment or position (if known).
- \_\_\_ Documentation of quality teaching, including summarized and comparative student and department course evaluations for the last four semesters.
- \_\_\_ Documentation may also include activities such as course development, advising and other contributions to student learning
- \_\_\_ Documentation should include record of supervising graduate and undergraduate theses and dissertations.

### 4) Service (Label: LAST NAME – SERVICE)

- \_\_\_ Three letters documenting distinguished and exemplary service to the University, the profession, and the community.

Please submit the **PDF** documents to [farfel@uh.edu](mailto:farfel@uh.edu) by **February 1, 2024**.