

**FACULTY MERIT FOUNDATION OF WEST VIRGINIA, INC.**  
**1310 Kanawha Boulevard East**  
**Charleston, WV 25301**

**General Instructions for Completing the Nomination Form**

1. The completed Nomination Form, together with signed Statements of Recommendation and the signed Nominee's Statement, must be submitted (or postmarked) no later than November 7, 2008.
2. Carefully follow the instructions given in the various sections of the Nomination Form. Note especially any limitations, such as the maximum number and length of the Statements of Recommendation and the word limit for the Nominee's Statement. Failure to follow the instructions creates an unfavorable impression on those members of the board who evaluate the Form and attachments.
3. Do not include with the Nomination Form copies of the tabulated results of any course/teacher evaluations by students that have been submitted to the administration. Rather, if such information is considered significant, it should be included in summary fashion in one or more of the Statements of Recommendation.
4. Based on the Nomination Forms received by the deadline, the Foundation board will select up to five finalists to meet with the board for personal interviews. Each finalist will be reimbursed for mileage to travel to the interview site.
5. In completing the Nomination Form and in writing the Statements of Recommendation and the Nominee's Statement, keep in mind that the Foundation board will use the following point system in judging those persons nominated:

Category	Maximum Points
Teaching	20
Student Counseling	15
Teaching at Current Institution (1 point for each 5 years)	05
Institution & Community Volunteer Activities	05
Research and Publications	05
Leadership	10
Innovation / Creativity	10
Nominee's Statement	15
General Overall Impression	*15
<b>TOTAL MAXIMUM POINTS</b>	<b>100</b>

\*This category takes into consideration the impression created by the completed Nomination Form and Statements.

6. Nominees will be notified of the board's findings in January.
7. The awards reception and banquet will be held early in 2009.
8. **DO NOT staple or bind the application or supporting documents. Please use paper clips as needed.**