



Jacksonville University nominations will be accepted through Interfolio and the link outlined in this document, a portfolio by February 28 to accept their nomination.

DIGITAL SUBMISSIONS ONLY

- All submissions must be entered through Interfolio.
- You will receive an email from Interfolio with your application link.
- Contact Courtney Berwick, at cberwic@ju.edu with any questions related to using Interfolio.

SUGGESTED DOCUMENTS

Cover Letter:

This document is for the Selection Committee and should highlight your most important and great candidate for this honor. You might include any awards, certifications, or other forms of recognition that underscore why you deserve to receive this award. Please list your leadership roles, academic/professional successes, campus commitments, and contributions to the community.

Resume / CV:

Provide your most recent Resume / CV for review. This provides a robust and to-the-point listing of all your professionally relevant achievements and beyond.

Supporting Materials:

This is a place to provide any additional information that supports your nomination. This could include letters of recommendation, awards, or other documents that highlight your achievements and contributions to the community.

Notes from the Selection Committee, Deans, Collaborative work and/or other staff that you would like to highlight.