

Nomination/Application Guidelines for the 2008-2009 Academic Year

MARY CATHERINE BUSWELL AWARD

The Mary Catherine Buswell Award, established in 1978, honors a faculty or staff member or citizen who has provided outstanding service to women at WVU. Award recipients are chosen for excellence in their field as it relates to the advancement of WVU women, community and civic activities that serve and advance women, or significant pioneering activities that improve the status of women. The award winner will receive \$500 for travel, supplies, salary supplement, or any other use commensurate with WVU policies

The 2008-09 Award will be presented at the Annual Honors Ceremony, May 15, 2009.

Criteria

Participants are chosen for excellence in their field as it relates to:

1. Service to and advancement of WVU women (with particular attention to the relationship to excellence in one's chosen field).
2. Outstanding achievements, awards, and other types of recognition (this could include community and civic involvement that has served and has advanced women).

Nomination/Application Procedures

Please address either or both of the criteria using no more than one double-spaced non-reduced 8-1/2" by 11" sheet of paper. Please attach a current job description for the applicant, a resume (limited to 3 pages), letters of recommendation and other supplementary information. The entire dossier, including the cover sheet (listed below), must not exceed 15 pages.

The deadline for receipt of nominations and applications is Friday, February 20, at 4:00 p.m. Send the original and four copies of all materials to C. B. Wilson, Mary Catherine Buswell Award Committee, WVU, 210 Stewart Hall, PO Box 6203, Morgantown, WV 26506-6203. Telephone (304) 293-2021.

Required Organization of Nomination Packet

Cover sheet	1 page required
Criteria	1 page required
Job description	1 page required
Resume	1 page required (3 pages maximum)
Reference letters & Additional material	9 pages maximum
Total	15 pages maximum

Please Note: If additional pages are submitted, they will not be made available to the Council for Women's Concerns for evaluation

COVER SHEET
2008-2009 MARY CATHERINE BUSWELL AWARD

Nominee/Applicant

Name _____ Home Phone _____

Home Address _____

Occupation/Title _____ Business Phone _____

Business Address _____

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Nominator

Name _____ Home Phone _____

Home Address _____

Occupation/Title _____ Business Phone _____

Business Address _____

Relationship to the Nominee _____

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Summary Statement

In 100 words or less, please give a concise summary of the contributions of the nominee/applicant and, if applicable, why you are nominating her/him.

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