Application portfolios should be uploaded to the appropriate TRACS site following the specifications and procedure below.

**FOLDER 1—Documents**
1. Completed nomination form
2. Introductory and relevant section (Teaching, Scholarly/Creative Activity or Service) of the Texas State CV.
3. Internal/external invited or unsolicited letters/statements/testimonials from peers and/or professionals in the field to support accomplishments in award category (minimum of 3, not to exceed 6 letters)
4. Narrative to elucidate accomplishments in award category, (not to exceed 5 double-spaced 12 pt. Times font pages with 1” margins). May include a personal statement of goals or philosophy underpinning activities in award category, and/or a statement that ties together activities.
5. A summary of the nominee’s accomplishments not to exceed 150 words modeled on those posted on the President’s website.

**FOLDER 2—Exhibits**
Exhibits may be composed in two ways: (A) the attendant materials for an endeavor in the award area, (e.g. documentation and materials from one course taught, one creative/scholarly work, one service role); or (B) materials grouped across endeavors (e.g. a grouping of reviews, awards, etc.).

The exhibits, in combination with the CV, narrative, and letters in folder 1, should establish a record that satisfies the following criteria:
- *Sustained Commitment/Activities*
- *Internal or External Recognition of Activity*
- *Significance or Impact of Activity*

There is one required exhibit in each award area (specified in award area sections that follow). This and up to four additional exhibits (either type A or B) of the nominee’s choosing should be uploaded to folder 2. In composing exhibits, please do not duplicate listings. An accomplishment should be represented in only one exhibit. All of the documents and materials that comprise an exhibit should be submitted as one PDF portfolio and labeled with the nominee’s last name and exhibit number.
PRESIDENTIAL AWARD FOR EXCELLENCE IN TEACHING

- Sustained Teaching Commitment/Activity
- Internal/External Recognition of Teaching Excellence
- Significance or Impact of Teaching Activity

**Required** teaching exhibit

Syllabus and associated materials for a selected course, which may include, but are not limited to any of the following:
- Evidence of continued improvement/innovation of this course
- Documentation of improvements in student performance (individual or collective) for this course
- Documentation of the objectives and evaluation of this course’s objectives
- Graded student work from course

**Examples** of possible evidentiary materials (and possible items to elucidate in narrative) for Teaching Award

- Letters from current and former students (one exhibit may include up to six letters)
- Documentation of course/program design and/or development including accreditation efforts
- Documentation of professional development/training resulting in course improvements/innovation
- Documentation of career advising and/or mentoring resulting in student accomplishments (e.g. awards, graduate program acceptance, job placement, professional achievements, etc.)
- Outcomes of internal and external funding to support teaching
- Documentation of advising of graduate students/graduation rate
- Other
PRESIDENTIAL AWARD FOR EXCELLENCE IN SCHOLARLY/CREATIVE ACTIVITY

- *Sustained Scholarly/Creative Activity*
- *Internal/External Recognition of Scholarly/Creative Activity*
- *Significance or Impact of Scholarly/Creative Activity*

**Required** scholarly/creative exhibit

Attendant materials from one selected scholarly/creative endeavor, which may include, but are not limited to, any of the following:

- Presentations about this scholarly/creative product
- Reviews of this scholarly/creative product
- Invited presentations/lectures and/or curated exhibitions of this work
- Documentation of citations of this scholarly/creative work
- Documentation of mentoring/training of students in the scholarly/creative activities
- Demonstration of this work as the basis of others’ work (foundational work, replication studies, etc.)
- Demonstration of influence of this work on practice (application of research)
- Award(s) received for this work
- Other documentation or materials that provide information about, or that help establish the scope of this endeavor

**Examples** of evidentiary materials and possible items to elucidate in narrative that may comprise additional exhibits in support of Scholarly/Creative Activities Award

- Professional development that improves scholarly/creative activities
- Awards
- Presentations about scholarly/creative products
- Reviews of scholarly/creative products
- Invited presentations/lectures and/or curated exhibitions
- Documentation of citations of scholarly/creative work
- Demonstration of work as the basis of others’ work (foundational work, replication studies, etc.)
- Demonstration of influence of work on practice (application of research)
- Documentation of use of work in instruction or training or as a model
- Outcomes of external/internal funding to support scholarly/creative activity
- Other
PRESIDENTIAL AWARD FOR EXCELLENCE IN SERVICE (to the University, the Profession, and the Community)

- Sustained Service Commitment/Activity
- Internal/External Recognition of Service Activity
- Significance or Impact of Service

**Required** service exhibit
Attendant materials from one selected service role/endeavor, which may include, but are not limited to, the following:

- Documentation of leadership in this service role/endeavor
- Documentation of recognition of contributions to organization’s effectiveness
- Award(s) received for this work
- Materials that provide event or role information and indicate scope of service

**Examples** of evidentiary materials (and possible items to elucidate in narrative) for Service Award

- Documentation of long-term service within/across different obligations/endeavors (including, unsolicited statements of appreciation/recognition)
- Documentation of leadership in service endeavors (chairing committees, serving as organization officer, holding public office, etc.)
- Media coverage of service endeavors(s) (e.g. press releases, videos, articles, website postings, etc.) that enhance public awareness and prestige of organization.
- Event publications (e.g. brochures, publicity flyers) or other materials providing event information and indicating scope of service event
- Service awards
- Documentation of recognition of outcomes/products
- Other

For committee service, please note frequency and length of meetings, and personal role in the committee’s work products or activities.