



## Merit Award Application Guidelines

Merit Award applications are accepted in electronic format only and consist of four parts:

Part 1: Appendix A, Page Two ([click here for form](#))

Part 2: 8-Page Narrative (may include link to online backup drive)

Part 3: Evaluation Committee Statement

Part 4: Curriculum Vitae

*Merit Award information can be found in the Master Agreement, Contract Section 9.1.2.4*

### Important Dates

- February 1 – Merit Award applications are due to your departmental evaluation committee.
- April 1 – The evaluation committee will email Parts 1-4 to [frc@nmu.edu](mailto:frc@nmu.edu).
- April 15 – The FRC will make a recommendation for merit awards to the Provost/VP of Academic Affairs.
- April 25 – Merit awards will be announced by the PVPAA and will appear in the last paycheck of the winter semester.

### Merit Award Checklist

This checklist is for your use as you complete the Merit Award application.

Part 1: Appendix A, Page Two ([click here for form](#))

- This form can be found attached, or in the appendices of the Master Agreement.
- Form must be filled out and signed by the faculty member applying for the Merit Award.

Part 2: 8-Page Narrative

- 8-Page Narrative may be single or double spaced, font size no less than 10pt, and preferably in Times New Roman.
- Back up materials and appendices are optional. If you choose to include them, you may add a link into your narrative that will connect to your electronic back up files. Sharing a folder from your Google Drive is recommended. [See a sample Google Folder set up here.](#)

Part 3: Evaluation Committee Statement (This is the regular 5 Year Evaluation as discussed in the Master Agreement, Contract Section 5.4)

- The Evaluation Committee Statement must be signed by the Evaluation Committee Chair or other evaluation leader.

Part 4: CV or Resume

- Please include a recent CV in your application.

If you have any questions about the Merit Award process or completing the application, please contact:  
NMU AAUP/AFT - Academic Senate Office | 402 Cohodas | P: (906) 227-1602 | E: [frc@nmu.edu](mailto:frc@nmu.edu)