

**West Virginia University**  
**Order of Vandalia**  
**2025 Nomination Form**

The Order of Vandalia is West Virginia University's highest honor for extraordinary service to the University. Nominees must be living and should be persons who have provided outstanding or distinguished service to West Virginia University over many years, either as a layperson or as a member of the University faculty or staff. No one can be inducted into the Order of Vandalia while serving on the West Virginia University Board of Governors, the West Virginia Higher Education Policy Commission or while holding elected office. Faculty and Staff will not be eligible for induction until the year following their retirement. Recognition cannot be posthumous. **Please keep nominations confidential.**

**NOMINEE:**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

**NOMINATOR:**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

I am willing to have a speaking role if my nominee has been selected.

\_\_\_\_\_  
Signature

I agree \_\_\_\_\_ I do not agree \_\_\_\_\_

# **NOMINATION CHECKLIST**

A successful nomination packet should include the following:

1. Nomination form/cover sheet
2. Curriculum vitae of the individual being nominated.
3. Two letters of recommendation - they should be specific, detailed, and from sources who have first-hand knowledge or know the person well. The letters of nomination should define the characteristics consistent with our criteria that make the nominee's service truly special.
4. Other relevant materials (e.g. newspaper articles detailing achievement, documentation of their contributions over and above what is expected of them as a WVU employee, references to the nominee in the print that illustrate his/her contribution to a community or field).

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Documentation may be submitted electronically or in paper format.

Nomination packets must be received or postmarked by **February 15th, 2024** for consideration for the **Summer 2024** induction ceremony. Incomplete nomination packets will not be considered but **may** be carried forward to the following year at the discretion of the selection committee and pending receipt of missing documentation.

Please remember to keep all nominations confidential since individuals nominated may not be selected. Nominees and nominators will be notified of the success of their nomination in the **spring of 2024**.

Please send completed nomination packets to [universityevents@mail.wvu.edu](mailto:universityevents@mail.wvu.edu) or by mail to:

West Virginia University  
Attn: Kelly Flanagan  
Office of the University Events  
PO Box 6677  
Morgantown, WV 26506-6677