

TEACHING CHECKLIST ✓

**DOSSIER CHECKLIST FOR NOMINEES FOR OUTSTANDING
TEACHING AWARDS (Master's & Doctoral)**
(Complete this form and use as a cover sheet for both the [searchable PDF](#) for the master's nomination and the [searchable PDF](#) for the doctoral nomination)

TEACHING	Master's Nominee	Doctoral Nominee
Print name(s) of nominee(s) in columns 2 and/or 3	Name:	Name:
GPA on all UA graduate work attempted	GPA =	GPA =
<i>For each of the following items, checks should be made in the appropriate cell. The only time a cell in the table should be blank or labeled "NA" is when there is no nominee for that award.</i>		
Dossier submitted by deadline		
Master's nominee has taught 2 or more sections; doctoral nominee has taught 3 or more sections		
<u>Department</u> letter of support. In the letter, please include information regarding the course(s) (required vs. elective; level of teaching difficulty; teaching demands of the course, etc.)		
<u>Nominee's</u> description of teaching assignment (brief description of courses taught; syllabi are optional)		
<u>Nominee's</u> 1-page statement of goals in teaching		
<u>CV</u>		
Letter(s) from <u>students</u> of the nominee (3 or fewer)		
Course evaluations - no more than 20 individual forms - summary tables or other comparative data are most helpful for the committee - additional letters (3 or fewer)		
<p><u>Reminders:</u></p> <ul style="list-style-type: none"> * This dossier checklist includes the minimum information the committee requests. Additional information may be included but is not required. If the nomination includes additional information, please include only the best and most representative materials. * Missing information will jeopardize the competition for the award. 		