

THE UNIVERSITY OF ALABAMA GRADUATE SCHOOL
GRADUATE SCHOOL AWARDS

Suggestions for Teaching Award Nomination Letters

- It helps to put the nomination in [perspective](#). For example, an effective, recent nomination letter from a faculty member said that of approximately ____ (number) of students I have supervised in the last ____ (number of years) as a professor, s/he ranks ____ because _____. (give reasons)
- It assists the committee when a faculty nominator quotes [student evaluations](#), showing how/why the student's teaching is exceptional. What does the student do in his or teaching that goes beyond the norm? special techniques? active and collaborative learning activities? special assignments?
- The committee will be looking for a description of any [outstanding effort/commitment](#) by the student that goes beyond doing a superior job of classroom or lab teaching.
- If the dossier includes informal comments made by former students (e.g., e-mail, personal notes) that were not written specifically for the purpose of supporting the nomination, great care should be taken to safeguard the [privacy](#) of the former students.
- The committee finds it helpful to include any available [teaching observations](#) made by faculty who observed the nominee teach and prepared a written summary of the observations.
- Is the student an outstanding [representative of the University](#), and if so, why?