

THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO

College of Arts and Sciences

MEMORANDUM

August 27, 2009

To: Administrative Council and Directors of Graduate Study

From: Chris Poulos, Chair
College Curriculum and Teaching Committee

Re: Nominations for Outstanding Graduate Teaching Assistant Award for the College of Arts and Sciences

The College of Arts and Sciences is accepting nominations for the Outstanding Graduate Teaching Assistant Award. These nominations with supporting documentation are due to Bob Hansen, College of Arts and Sciences, 105 Foust, no later than **January 29, 2010**. Faculty members, students, staff, and alumni can make nominations. The College Curriculum and Teaching Committee will select a recipient for this Award by the end of February. The recipient will receive \$200 and special recognition at the University Excellence Day Honors Convocation at the end of Spring Semester.

Nominees must be graduate teaching assistants during the 2009-2010 academic year, although departments are encouraged to consider the student's cumulative performance in assistantship duties over a period of several years. Nominees must be classified as TAs on the PD7 form that is submitted for their assistantship and have participated in the mandatory TA training arranged by the Graduate School. Nominees should be selected on the basis of the high quality of their teaching as defined by the guidelines for distinguished teaching in the University *Handbook for Faculty*.

Nominations and supporting documentation must include the following items:

- Nomination letter (not to exceed two typewritten pages).
- Letter seconding the nomination (not to exceed two typewritten pages).
- Evaluation of the nominee's teaching by their faculty supervisor, the Department Head, or the Graduate Director
- Teaching portfolio – which **should** include a statement of teaching philosophy, methods, and syllabus or syllabi. In addition, the portfolio **might** include letters from students and fellow faculty members which discuss teaching style and student success, teaching evaluations, assignments, and samples of student work. Supplementary materials should not exceed 20 pages. The teaching portfolio can be prepared by the nominee, their faculty supervisor, the Department Head or Graduate Director.

Please contact Bob Hansen (rchansen@uncg.edu, 4-5481) or Melissa Caddell (mrcaddel@uncg.edu, 4-5241) if you have any questions.