

Procedure for Selecting the Recipients of the Department's Outstanding Teaching Fellow and Outstanding Graduate Student

- 1) The Graduate Committee will solicit nominations. The nomination must be in the form of a written letter. Both faculty members and graduate students may submit nominations, but students may not nominate themselves.
- 2) The graduate committee will require each nominee to submit the following materials

Vitae

Transcript (if nominated for Outstanding GS)

Writing sample

Statement of research agenda (if nominated for Outstanding GS)

Statement of teaching philosophy (if nominated for Outstanding TF)

Teaching evaluations for two semesters (if nominated for Outstanding TF)

Letters of support from 1-3 students (if nominated for Outstanding TF)

- 3) When each nominee's folder is complete, the committee will make its selection based on the following criteria, which are not listed in order of priority:

Outstanding Graduate Student

GPA

Scholarly activity

Relevant travel

Service to the department

Progress toward degree

Breadth of research agenda

Outstanding Teaching Fellow

GPA

Scholarly activity

Progress toward degree

Evidence of excellence and innovation in teaching

Procedure for Nominating Students for the University's Outstanding Teaching Fellow Award

- 1) The Graduate Committee will forward the top five nominations (Departments may nominate one TF for every 10 they employee.) to the University Teaching Fellows/Teaching Assistants Committee to be considered for the University's Outstanding Teaching Fellow Award. Students nominated will be requested to submit the appropriate documentation (see attached form).
- 2) If the Graduate Committee does not receive five nominations, then it will nominate the necessary number of students to fill the five person allotment based on the criteria above.