

**DOSSIER CHECKLIST FOR NOMINEES FOR OUTSTANDING
TEACHING AWARDS (Master's & Doctoral)**
(Use this form as a cover sheet for divisional nominations)

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		
Has taught 2 semesters @ .50 FTE or more each semester (or) 3 semesters @ .25 FTE or more each semester		
Has had major responsibility for 2 or more different sections		
Department 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.)		
Nominee's description of teaching assignment (brief description of courses taught; syllabi are optional)		
Nominee's 1-page statement of goals in teaching		
CV		
Other Letter(s) from students (3 or fewer)		
Course evaluations -at least 2 different sections -students' comments should be summarized -no more than 20 individual evaluation forms submitted with dossier -printouts and/or summary tables or other comparative data -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. * Please submit seven (7) copies of each nomination to the Graduate School. * College/school awards chair should submit the dossier with a brief memo stating that the nominee(s) whose dossier(s) have been submitted are the college/school award winner(s) 		