

Teaching Recognition Nomination Checklist

Name of Nominee: _____ Hire Date: _____

Rank (Instructor, Assistant Professor, Associate Professor, etc.) _____

Category (tenure track or non-tenure track/part time/adjunct) _____

School/College: _____

Department: _____

Faculty Sponsor Name: _____

Teaching Portfolio (compiled in this order):

- Teaching Recognition Checklist (including chair and/or dean signatures)
- Faculty Mentor Letter of Nomination
- Teaching Statement
- Updated Curriculum Vitae
- Course #1 Course Description (including the approximate number of students)
- Course #1 Syllabus
- Course #1 Teaching Evaluations
- Course #2 Course Description (including the approximate number of students)
- Course #2 Syllabus
- Course #2 Teaching Evaluations
- Course #3 Course Description (including the approximate number of students)
- Course #3 Syllabus
- Course #3 Teaching Evaluations
- Student Letter of Nomination
- Student Letter of Nomination
- Student Letter of Nomination

Note that course descriptions, syllabi, and evaluations should represent courses taught by the nominee during the past four academic year semesters.

Evaluations should include numbers and representative student comments whenever possible.

Department Chair concurrence _____

Dean concurrence _____

Please submit this form along with the application portfolio in electronic format (as a single document) to beadam@syr.edu,