Name of Nominee: ___________________________________   Hire Date: _________________________

University title: __________________________________________________________________________

Category of nomination\(^1\): __________________________________________________________________

Nominated by: ___________________________________________________________________________

Contact Information

Nominee School/College: __________________________________________________________________

Nominee Department (if applicable): _________________________________________________________

Nominee mailing address: __________________________________________________________________

Nominee preferred contact phone: __________________   Email: __________________

Nominator University Title: ________________________________________________________________

Nominator School/College: _________________________________________________________________

Nominator Department (if applicable): ________________________________________________________

Nominator mailing address: __________________________________________________________________

Nominator preferred contact phone: __________________   Email: __________________

(see page 2 for checklist)

\(^1\) Indicate tenure-track or non-tenure-track. Non-tenure-track can be further clarified as teaching professor (with rank), professor of practice, adjunct, or part-time faculty.
Portfolio (compiled in this order; include information for *up to three* courses):

- Teaching Recognition Checklist (including chair and dean signatures)
- Faculty Letter of Nomination (max 3 pages)
- Teaching Statement (max 3 pages)
- Updated CV
- Course #1 Course Description (including the approximate number of students)
- Course #1 Syllabus
- Course #1 Teaching Evaluation Summary
- Course #2 Course Description (including the approximate number of students)
- Course #2 Syllabus
- Course #2 Evaluation Summary
- Course #3 Course Description (including the approximate number of students)
- Course #3 Syllabus
- Course #3 Teaching Evaluation Summary
- Former Student Letter of Support
- Former Student Letter of Support
- Former Student Letter of Support

Course materials should represent courses taught during the past four academic year semesters.  
*Evaluation summary should include numeric ratings and representative student comments whenever possible.

_____________________________                               Date: ____________
Department Chair concurrence

_____________________________                               Date: ____________
Dean concurrence

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2 Courses can include regularly scheduled lab, studio, or field experiences that are credit bearing for students.

3 Indicate those syllabi that are constructed in collaboration with others.

4 Evaluation summary should include numeric ratings and representative student comments whenever possible. Include a brief description of the content and procedure for teaching evaluations that is considered standard within department, school, or college.