Dear Director of Graduate Programs,

 The UGSA Teaching Effectiveness Committee invites you to nominate outstanding teaching assistants for the 2014 year (Teaching in Spring and Fall 2014) by **FEB 7, 2015**. We will have awards catering to different roles of teaching. Please nominate any Teaching Assistant who is doing an outstanding job in their role, including Instructor of Record, Lab Leader, Recitation Leader, etc.

**Awards are as follows:**

 Award for Excellence in Classroom Teaching

This award is for applicants who exemplify the highest degree of teaching achievement in the classroom environment at NCSU. Applicants are **Strongly** suggested to include a complete teaching portfolio as well as **Complete** Student evaluations through Class-Eval for only the courses taught in 2014.

 Award for Excellence in Laboratory Teaching

This award is for applicants who exemplify the highest degree of teaching achievement and training in a laboratory setting. Applicants are **Strongly** suggested to include Student Evaluations of >75% of the total number of students in their class and a faculty observation of the TA’s performance in 2014.

 Award for Excellence in Mentorship

This award is for applicants who exemplify positive impact on the students beyond the classroom. Applicants are **Strongly** suggested to include Student Evaluations of >75% of the total number of students in their class and a 1 page recommendation letter from two students in their class during the 2014 year.

**All of our award winners should be able to do the following:**

1. Exhibit a consistently superior command of the subject matter being taught.
2. Attempt to provide students with a comprehensive, coherent understanding of the subject matter.
3. Are prepared, organized and able to explain the subject clearly.
4. Are respected and trusted by the students.
5. Show evidence of working in a collegial manner with students, faculty supervisors and graduate teaching assistant colleagues.
6. Work with others to improve the learning environment for students.
7. Demonstrate rapport with and support of undergraduate students.
8. Act as a role model, demonstrating high standards, good listening skills, and ethics.
9. Are willing to spend time with students and are available and approachable outside the classroom or laboratory.

We’re asking for your help in recruiting candidates with the following process:

1. Students who are nominated will complete page two of this form and submit the application to you. **Please note that emphasis will be placed on Teaching Portfolios as well as Student and Teaching Evaluations.**
2. Of these applications, please submit those you feel are superior by **FEB, 7, 2015** to teaching-effectiveness@ncsu.edu. You may submit up to 10% of the total number of teaching assistants in your department (please round up). **If your department has no dedicated teaching assistants, or fewer than 20 dedicated TAs, please submit at least two applications**.

Thank you for your support,

2014-2015 UGSA Teaching Effectiveness Committee

**Application for Outstanding Teaching Award**

**Please submit this completed form to your DGP before FEB 7, 2015**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incomplete or incorrectly completed applications will not be considered. Please contact teaching-effectiveness@ncsu.edu with questions about application submission or required documents.

Please highlight the Award you are applying for (ONLY ONE):

o Award for Excellence in Classroom Teaching

o Award for Excellence in Laboratory Teaching

o Award for Excellence in Mentorship

Please attach required documents from each group below.

**Group 1: Letter on Teaching**

Please submit a letter (one page max) from ONE of the following sources showing evidence of teaching. This person should have knowledge of your teaching abilities and should be able to speak to your successes in teaching.

o Advisor

o Teaching Advocate

o Director of Graduate Programs

o Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group 2: Evidence of Teaching**

Please indicate which TWO of the following you will submit:

o Teaching Portfolio

o Student Evaluations – CLASS EVAL

o Teaching Evaluations (Peer or Faculty)

o Student Evaluations – Non-Class Eval (UGSA form)

o Student Recommendations

 **Emphasis will be placed on Student and/or Teaching evaluations.**

Thank you for your nomination. On behalf of the Teaching Effectiveness Committee, good luck!