



Call for Nominations

Date: May 8, 2024

To: All UF Graduate Deans, Associate Deans, School Directors, Department Chairs, Coordinators, and Staff

From: Nicole L.P. Stedman, Ph.D.
Dean and Associate Provost
The Graduate School

RE: Fall 2024 Graduate Student Teaching Awards

The nomination process for selecting our outstanding graduate teaching assistants for the 2024-2025 academic year is now underway. A university-wide faculty committee responsible for selecting the award winners encourages you to nominate deserving individuals. In the first week of April of Spring Semester, there will be a reception honoring the awardees with a plaque and monetary award. The top-ranked winner will receive the Calvin A. VanderWerf Award. This award was established in memory of Dr. VanderWerf, Dean of the College of Liberal Arts and Sciences from 1971 to 1978 and chemistry professor from 1978 to 1988, who also served on the selection committee.

Nomination Criteria

Since members of the selection committee will visit the classes/labs/online course of each nominee, TAs must be responsible for teaching the **entire Fall Semester**. In addition, the TA **must teach at least 8 class sessions and 6 of which must occur after the 5th week of the semester**. The TA **will not** be notified when the class will be reviewed. Because of this, **it is very important to contact Lorna Dishman** at lornad@ufl.edu or 392-7689 as soon as possible with any schedule changes.

A department may nominate more than one TA each semester providing the total number of departmental nominations per semester does not exceed one nominee for each 30 graduate assistants engaged in teaching a class, a discussion or laboratory section (e.g., A department with 15 TAs Fall term and 11 TAs Spring term could nominate 1 TA Fall term and another TA Spring term. A department with 31-60 TAs each semester could nominate a total of 2 TAs per semester).

Number of TAs in Department Nominate Per Fall Semester	Number of TAs Department Can Per Fall Semester
1-30 (Example: 15 TAs)	1
31-60	2
Number of TAs in Department Nominate Per Spring Semester	Number of TAs Department Can Per Spring Semester
1-30 (Example: 11 TAs)	1
31-60	2

A TA may be nominated more than once; however, if the TA is not chosen as an awardee the first time they are nominated, they may be nominated only one additional time. Also, if the TA has won before, there must be a three-year period before the TA can be nominated again.

Required Information

The following information and supporting data **must** accompany each nomination:

1. The Fall Semester teaching schedule of the nominee, including:
 - Nominee's UFID
 - Course title
 - Course number
 - Class schedule/time/day(s) and the room number where the course is being taught (full name of the room location). Before submitting, review the accuracy of this information making sure it matches the TA's schedule listed on the syllabus.*
 - A list of any scheduled exams, field trips, guest speakers, student presentations, etc.*

Committee members will require access to the e-learning course.

*Notify Lorna Dishman at the Graduate School of any changes at 352-392-7689 or lornad@ufl.edu.

2. A letter addressed to Dr. Nicole Stedman from the department chair including the following information:

General departmental information

- The number of GTAs in the department.
- Whether **all** GTAs are considered for nomination.
- The criteria used for the selection of the nominees.
- The process of selection (By a committee? Is the GTA reviewed in the classroom? Are student evaluations considered? etc.)

Specific information regarding the candidate

The information requested below guarantees that the committee can clearly evaluate the expected and the actual role of the GTA in the classroom and hence evaluate their teaching in a meaningful way.

- The specific basis on which the teaching performance of the nominee has been judged outstanding.
 - If the nominee is a GTA teaching an **asynchronous online** class, the nomination letter must fully explain the teaching assistant's contributions to teaching and to the teaching strategies used in the course, including information about the extent to which the GTA initiates and maintains contact with students.
 - For GTAs **assisting an instructor during lecture time**, meaningful information about the ways in which the GTA enhances or influences the class.
 - For GTA in laboratories, information about the **GTA's role in the teaching of the lab**.
3. The nominee's course syllabus and how the course is taught (i.e., laboratory, lecture, discussion, online). Please indicate if there is anything special about the course, e.g., restrictions placed on the course content or on GTAs role.

We encourage you to nominate GTAs teaching in all possible teaching settings.

4. A two-page document (12 pt font) **by the nominee** providing the information described in the [attached form](#).
5. Summaries of student's teaching evaluation from up to a maximum of 3 preceding semesters. Contact gatorevals-support@ufl.edu for help on getting the evals.
If the nominee does not have previous student evaluations, the letter of the chair must include a justification explaining why there are none.

Submit the nomination electronically to Lorna Dishman at lornad@ufl.edu.

The submission must be a single pdf file in the order listed above under "Required Information".

NOTE! All required information and data required must be submitted by the department to the Graduate School for the student to qualify. An incomplete nomination packet will result in the student not being considered.

Deadline

The deadline for nominations is **Friday, September 6, 2024 by 5 p.m.**