GRADUATE STUDENT TEACHING AWARDS NOMINATION PACKETS

Deadline

Submit your nomination packets by **5 p.m. Friday, January 31 2025.**

The nominee must be teaching for the entire semester in which they are nominated. The GTA must teach at least eight class sessions, six of which must occur **after the fifth week** of the semester, for the committee to have sufficient time to observe them in the classroom.

Required Information

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

1. The Spring 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.
- 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.**
- For 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. Because a major component of the evaluation is how effectively the GTA delivers course content, the course must include at least eight recorded presentations by the GTA.

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 from a wide range of classroom and online setting. Face-to-face or online classes must include at least 10 students. Asynchronous online courses must include the GTA making at least eight presentations.

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.