

**ACADEMIC AFFAIRS AWARD FOR OUTSTANDING TEACHING/TEACHING ASSISTANCE
BY A GRADUATE STUDENT
NOMINATION FORM**

(To Be Completed by Nominator)

Name of person submitting nomination

Date:

Signature of person submitting nomination

Name of Nominee: _____

Please provide no more than a one-page description of why you are nominating the graduate student for this award. **Please forward with this nomination form to the nominee for completion.**

(To Be Completed by Nominee)

Nominee's Cell Phone Number: _____ Email Address: _____

Please enclose with the Nomination Form

1. A current vita (maximum of five pages);
2. A discussion (maximum of five pages) of the nominee's teaching related accomplishments during **the past 1+ academic years teaching or providing teaching assistance to undergraduate students as a function of graduate student responsibilities at this university. This includes all activities that are geared towards student engagement in classes and in support of the University's Strategic Plan. <https://www.una.edu/strategic-plan/index.html>**
3. Nominees are to submit only the required materials listed above. Please refer to accompanying selection criteria for further guidance and for instructions for submission. Address any questions you may have to your Department Chair.

Date:

Nominee's Signature

Name of Nominee's College _____

Nominee's Degree/Concentration: _____

Date:

Department Chair's Signature (letter of support attached)

Date:

Dean's Signature

Date received by the Office of Academic Affairs: _____

**AWARD FOR OUTSTANDING TEACHING/TEACHING ASSISTANCE
BY A GRADUATE STUDENT
PROCEDURES AND CRITERIA**

1. The Nomination Form must be submitted to the chair of the nominee's department by the first Monday in February, **(February 7th)**. Nominations may be submitted by students, faculty members, administrators and/or alumni. All UNA graduate students are eligible for the award.
2. The University Outstanding Teaching Award Selection Committee, who will choose the university faculty award winner, will also make the selection for this graduate student award. This committee is made up of the following: three previous faculty recipients; a faculty member from the College of Arts, Sciences, and Engineering; a faculty member from the College of Business and Technology; a faculty member from the College of Education and Human Sciences; a faculty member from the Anderson College of Nursing and Health Professions; a faculty or professional staff member from Educational Technology/Library Sciences (to be rotated annually between the two divisions); and one student representative (also rotated). The student representatives from each college will rotate in the following order: Arts, Sciences, and Engineering; Business and Technology; Education and Human Sciences; and Nursing and Health Professions. The deans will select faculty and students to serve on the committee and must approve any changes to the award criteria prior to the solicitation of nominees for the award. The committee members are responsible for convening in the fall semester to select a committee chair and schedule subsequent meetings. Once identified, the name of the committee chair should be provided to the Office of Academic Affairs. The Assistant to the VPAA is responsible for soliciting nominations through various channels.
3. The award will be made for excellence in the classroom. A list of no more than three (3) finalists will be based on a preliminary screening of materials submitted with the nomination. In March, members of the selection committee will review evidence of skilled teaching/teaching assistance via face-to-face or by accessing a recording.
4. Required recommendations. The department chair must submit a letter of recommendation along with the Nomination Form to the dean of the respective college by the third Monday in February, **(February 21st)**, who in turn must submit a letter of recommendation along with the department chair's letter and the Nomination Form to the Office of Academic Affairs by the last Friday in February, **(February 28th)**.
5. The type of award:
 - A. There will be an acrylic award given to each recipient
 - B. The name of the recipient will be displayed on a permanent plaque
 - C. The recipient will be featured in *Profiles in Excellence*
6. The award will be presented by the Provost and Executive Vice President for Academic Affairs at the University Awards Gala (April 2022).
7. No student member of the Selection Committee will be eligible for an award while serving on the committee.

Former Recipients:

Katie J. Mauldin (ACONHP) – 2020

N/A – 2021