

## 2019 Regents' Teaching Excellence Awards Nomination Cover Sheet

Institution: \_\_\_\_\_

Individual or Department/Program Nominee: \_\_\_\_\_

Primary Contact:

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

Title: \_\_\_\_\_

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

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

Department Chair or Program Administrator: \_\_\_\_\_

Nomination procedures shall be determined by each institution. Supporting materials should include:

Individual:

- A nomination letter from the Chancellor or Provost, and one or two letters of support from colleagues addressing specifically the quality and nature of the candidate's teaching. One should be from the department chair/program administrator;
- A **condensed** (three pages maximum) curriculum vitae of the nominee;
- One letter of support from past students and one letter from a student with recent or current contact with the candidate;
- A **one- or two-page** reflective statement by the nominee on his or her teaching and learning philosophy, practices and objectives, and how these have evolved over time. and
- Evidence of the success of the candidate's teaching (**no more than ten pages**).

Program:

- A nomination letter from Chancellor or Provost addressing specifically the quality and nature of the department's teaching as a unit;
- A narrative statement of up to five pages from the department or program discussing its philosophy as a community of teacher-scholars, its goals and strategies, and how these have evolved over time.
- A one-page fact profile of the department/program;
- Up to three letters of support from current and/or past students; and  
A well-organized, small set of items (**no more than 10 pages**) that document the excellence of the department/program's teaching and its students' learning, its commitment to working together as a community of teacher-scholars, and its curriculum.

All nomination materials are considered confidential.