

August 28, 2017

MEMORANDUM

TO: Deans, Department Chairs, Graduate Coordinators, Graduate Secretaries

FROM: Henry T. Frierson
Associate Vice President and Dean
Graduate School

RE: Graduate Student Teaching Awards – Fall 2017

The nomination process for selecting our outstanding graduate teaching assistants for the 2017-2018 academic year is currently underway. A university wide faculty committee responsible for selecting the award winners encourages you to nominate deserving individuals. In late 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

Please make certain that the course the TA teaches the semester of nomination is one that allows the TA to showcase his or her skills. The committee will be looking to see the TAs' contribution to course development, their instructional technique, and their involvement with students. Therefore, do not recommend teaching assistants who are assisting online classes unless they had a significant role in developing the course because the committee will be unable to fully evaluate their teaching.

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**. 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 392-7012 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 a Department Per Fall Semester	Number of TAs a Department is Allowed to Nominate
1-30 (example 15 TAs)	1
31-60	2

Number of TAs in a Department Per Spring Semester	Number of TAs a Department is Allowed to Nominate
1-30 (example 11 TAs)	1
31-60	2

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

Required Information

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

1. The Fall teaching schedule of the nominee. Please include:
 - Nominee's UFID
 - Course title
 - Course number
 - Class schedule/time/day(s) and the room number where the course is being taught (please give the full name of the room location) [Before submitting, please review the accuracy of this information. **Make sure this information also matches the TA's schedule listed on the syllabus.**]
 - A list of any scheduled exams, field trips, guest speakers, etc.
 - Directions on how to gain access to the online course
2. A one-page letter addressed to Dr. Henry Frierson from the department chair specifying the basis on which the teaching performance of the nominee has been judged outstanding.
3. The nominee's course syllabus (in English) and how it is being taught (i.e. laboratory, lecture, discussion, on line). Please indicate if there is anything special about the course, e.g., restrictions placed on the material or on the student teacher. We encourage you to nominate laboratory instructors as well as lecture/discussion instructors.
4. A one page, double-spaced, statement by the nominee describing his or her teaching philosophy.
5. Summaries of the student's teaching evaluation results from the preceding semester or semesters. Below are the directions to generate the evaluation spreadsheet. If you have questions regarding generating the evaluation spreadsheet, please e-mail evaluations@ufl.edu. Note to nominators - please only submit students with high

evaluations. In addition, if the student has not taught a formal course previously, there needs to be a letter of justification explaining why he or she is being nominated.

Steps for generating the evaluation spreadsheet:

1. Go to <https://evaluations.ufl.edu> and logon with your GatorLink credentials.
2. On the home page, click on “View Evaluations & Results”
3. Select the term (and other parameters if necessary) and click on the “Get Evaluations” button
4. Locate the desired evaluation and click on the “Details” link in the far left column
5. Click on the “Results” tab
6. Click on the “Export to Excel” button

These instructions should be sufficient for both instructors and administrators.

6. The Graduate School is no longer accepting nominations in hard copy. Please send your nomination electronically to Lorna Dishman at lornad@ufl.edu. Scan your nomination packet as one pdf in the order listed above under “Required Information” items 1-5.

NOTE: All required information and data 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

Monday, October 2, 2017 5:00 p.m.

HF/ld

cc: Graduate Student Teaching Awards Committee Members