



**The Graduate School**

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September 6, 2017

**MEMORANDUM**

**TO:** Associate Deans, Graduate Department Heads, Program Directors and Program Coordinators

**FROM:** Yonatan Eyal  
Director of Graduate Studies, Graduate School

**RE:** **2018 Excellence in Teaching Award for Graduate Assistants – master’s and doctoral students** (Electronic Applications)

Academic departments with graduate programs are invited to nominate one outstanding **master’s** teaching assistant and one outstanding **doctoral** teaching assistant for the 2018 Excellence in Teaching Award. Nominees must meet the criteria on the following pages, and documentation of all achievements upon which the nominations are based must be submitted with the nominations.

[Submission guidelines](#) and [deadlines](#) are provided on the pages attached to this memorandum. The nomination package for each nominated student must be submitted to the appropriate [college contact](#) by **October 18**. Each college will review the departmental level submissions and select one student per degree level\* as the College Awardee.

The recipients of the UC Excellence in Teaching Award for master’s and doctoral students will be selected from the College Awardees and announced by November 17, 2017. The two students selected for this university-level honor (one master’s and one doctoral student) will each receive an award of \$1,000. *All* College Awardees will be recognized with a certificate citing the recipient’s outstanding teaching and will be invited to the Graduate School awards banquet held in spring.

The UC Excellence in Teaching Award master’s student winner and doctoral student winner will be nominated for a 2018 Midwestern Association of Graduate Schools (MAGS) Excellence in Teaching Award.

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\*Due to the very large number of teaching assistants employed in the College of Arts & Sciences, they may submit two nominations per degree level per category: two master’s students and two doctoral students, for a total of four nominations.

# University of Cincinnati

## Excellence in Teaching Award for Graduate Assistants

### Eligibility

Graduate students with graduate teaching appointments who are enrolled at UC during the 2017 calendar year are eligible for the award. Primary consideration will be given to nominees with an excellent teaching portfolio and student evaluations.

### Submission Guidelines

1. Graduate assistants can be self-nominated or nominated by faculty, peers, or undergraduate students to the department's graduate program director.
2. The nomination package will only be accepted electronically as one PDF document. Please scan all documents as a single PDF in the order listed below. All information is required unless otherwise noted. Omission of any item may lessen or negate a nominee's chance for the award.
  - a. **Letter of support from the nominating department head:** includes description of any departmental awards/honors presented to the nominated student for teaching excellence. Departmental nominations are due to the [college contact](#) by October 18.
  - b. Current **curriculum vitae**.
  - d. Nominee's **Teaching Portfolio:** maximum of 6 pages double spaced.
    - Statement of Teaching Philosophy
    - Evidence of instructional design and innovation, instructional delivery, course management and student learning
    - *Optional:* Video clip of "Teaching in Action": 10 minute maximum; provide electronic link (YouTube or other video sharing website)
      - ◆ The two students selected for the university-level award will be required to create a "Teaching in Action" video as part of the nomination packet that the Graduate School will submit to the MAGS regional competition in late January. College Awardees need not have a "Teaching in Action" video to be considered for the university-level competition.
      - ◆ Please note that a variety of teaching settings may be used for the video including but not limited to lecture, facilitated discussion, lab, etc. as appropriate to the course; focus is on the quality of teaching/learning, e.g. student engagement, enthusiasm, and knowledge of subject matter, rather than expertise in creating the video
      - ◆ [Teaching in Action Suggested Resources and Tips](#) lists helpful resources for making this video.
    - Student Evaluation of Teaching
      - ◆ Courses taught as a graduate teaching assistant at UC

- ◆ Number of students
- ◆ Instructional responsibility
- ◆ Summary of student evaluations of teaching data (not the forms)
- Evidence of Effective Student/Colleague Mentoring
- Evidence of Teaching/Learning Scholarship  
(Publications/presentations or grant proposals submitted/funded which focus on teaching/learning; evidence of how pedagogical research informs your teaching)

Please direct questions to Megan Tischner ([megan.tischner@uc.edu](mailto:megan.tischner@uc.edu)).

## **Deadline Dates**

- October 18, 2017** Department's nomination due to college (see [College Contact List](#))
- November 7, 2017** Deadline for colleges to nominate their College Awardees to the Graduate School for the university-wide competition
- November 17, 2017** The Graduate School announces the award recipients of the UC Excellence in Teaching Award