

## MEMORANDUM

August 29, 2023

To: Administrative Council and Directors of Graduate Study

From: Jonathan Zarecki, Chair  
College Curriculum and Teaching Committee

Re: Nominations for Outstanding Graduate Teaching Assistant Award for the College of Arts and Sciences

The College of Arts and Sciences is accepting nominations for the Outstanding Graduate Teaching Assistant Award. These nominations with supporting documentation should be submitted electronically to ([colleject@uncg.edu](mailto:colleject@uncg.edu)) by **January 26, 2024**.

The College will offer two awards, one for **senior, experienced teaching assistants** who have held a TA position for more than four semesters, and one for **junior teaching assistants** who have held a TA position for up to four semesters. Faculty members, students, staff, and alumni can make nominations for each award **and should specify the category in which the nominee fits in the nomination letter**. A subcommittee of the College Curriculum and Teaching Committee will select recipients for these awards by the end of February. The recipients will receive \$200.

Nominees must be graduate teaching assistants during the 2023-2024 academic year, although departments are encouraged to consider the student's cumulative performance over a period of several years. Nominees must be classified as GTA or GIA on the PD7 form that is submitted for their assistantship and have participated in the mandatory TA training arranged by the Graduate School. Nominees should be selected on the basis of the criteria for the Teaching Excellence Award identified on the Curriculum and Teaching Committee website.

Nominations and supporting documentation must include the following items:

- Nomination letter (not to exceed two typewritten pages).
- Letter seconding the nomination (not to exceed two typewritten pages).
- Evaluation of the nominee's teaching by their faculty supervisor, the Department Head, or the Graduate Director
- Teaching portfolio – **should** include a statement of teaching philosophy, methods, and syllabus or syllabi. In addition, the portfolio **might** include supplementary material, including letters from students and fellow faculty members, which discuss teaching style and student success; teaching evaluations; assignments; and samples of student work. Supplementary material should not exceed 20 pages. The teaching portfolio can be prepared by the nominee, their faculty supervisor, the Department Head, or Graduate Director.
- Nominee's student id number

Please contact Maura Heyn ([mkheyn@uncg.edu](mailto:mkheyn@uncg.edu), ext. 4-5547) if you have any questions.