Nomination Package Checklist for HSD Teaching Awards

- Nomination Form

- **A 500 word (maximum) nomination statement** prepared by the lead nominator highlighting the nominee’s exceptional teaching and educational leadership attributes that go beyond the nominee’s assigned duties and can be demonstrated in a variety of ways.

  **Two signed letters of support from former students (not currently a student of the nominee) identifying ways they were influenced by the nominee’s teaching such as: supported to learning; impact on students’ knowledge, abilities, and values; professional development;**

  - Letter one
  - Letter two

  **Four signed letters of support from academic and/or community colleagues (ideally selected to reflect the nominee’s broad influence of teaching and/or educational leadership from a range of perspectives);**

  - Letter one
  - Letter two
  - Letter three
  - Letter four

- **A table of courses taught in the last 3 years and up to the last 5 years, including the course name and number, number of students, whether taught on campus, online or blended delivery and aggregate data for CES Section I Instructor’s Teaching question 8 and Section II Course Design question 7.**

- **The CES for 2 courses taught in the last 3 years and up to the last 5 years, including all qualitative comments.**

- Nominee’s current CV