

# Nomination Package Checklist for HSD Teaching Awards

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**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. Frequency distributions from CES for two recent courses without comments (questions 8 & 15 of the CES report).**

- Nominee's current CV**