

Outstanding Teaching Fellow and Teaching Assistant Awards

ELIGIBILITY AND REQUIREMENTS

2023-24 Awards Criteria and Requirements

Nomination Packets Due as a single PDF document per candidate by 5:00 p.m. on Friday, February 16, 2024

The Faculty Senate Teaching Fellows/Teaching Assistants Committee annually selects four graduate students to receive Outstanding Teaching Fellow and Outstanding Teaching Assistant awards. The honor includes a \$500 scholarship award.

Departments/divisions that employ between one and ten teaching fellows/teaching assistants may nominate a maximum of ONE candidate for each award. If departments/divisions employ more than ten teaching fellows/teaching assistants, they may nominate one student for every ten – or ratio thereof, rounded up – who are employed by the department/division.

Departments/divisions are not obligated to nominate the maximum number. ***Individuals may only be nominated in one classification (either TF or TA) – this must be clearly indicated on the nomination form in order to be accepted.***

Eligibility:

For the purpose of this award, a "**Teaching Fellow**" is defined as any graduate student who has full responsibility for actual classroom instruction, i.e., planning, teaching, evaluating, and assigning grades. In this context, planning and evaluating are not intended to exclude those who teach a section of a course that uses a common (departmental) syllabus and/or common exams.

For the purpose of this award, a "**Teaching Assistant**" is defined as any graduate student who assists professors/instructors with their teaching responsibilities of large lecture sections, particularly when the course requires essay tests, homework assignments, and term papers as well as normal administrative classroom assignments including test administration and grading.

Requirements:

- To be eligible for an award, the nominee must have completed one full semester at UNT specifically as a teaching fellow or teaching assistant at UNT **during the 2023 academic year at the time of application submission.**
- The nominee **must be a student during the spring semester in which the award is given**, however, the candidate **need not be employed** as a teaching fellow or teaching assistant during the current semester.
- The nominee must demonstrate a superior teaching or assistance performance. Substantial evidence including informed, first-hand assessments by departmental faculty and/or administrative personnel responsible for supervising and evaluating the teaching fellow or teaching assistant is required. It is particularly valuable to have input from someone who has observed the TF/TA at work.

- The nominee must exhibit superior academic performance as a graduate student. The teaching fellow or teaching assistant must have a cumulative GPA of at least a 3.5; no graduate grades below a B, and few, if any, incomplete or W/P grades. When nominees' scholastic performances and other factors appear very similar the committee may also look at GRE scores and undergraduate records.
- The nominee must show evidence of satisfactory progress in the graduate program. This includes completion of at least two long semesters of completed full-time coursework prior to this application submission.

Complete nomination packet must include:

1. A nomination form **signed by the nominee's department/division chair and academic dean** (form found on Faculty Senate website <https://facultysenate.unt.edu/student-awards>).
2. A current **curriculum vitae**.
3. A current **up-to-date transcript**, including all graduate data. Unofficial transcripts are acceptable.
4. A **list of all courses taught or assisted**, including the course description, number of students per course, and the semester and year in which the courses were taught.
5. **Two letters of recommendation**, including one from the nominee's direct supervisor and one from another faculty member or administrator within the department or division
6. **Teaching Fellow Award** nominees only:
 - a. Submit a **one-page student statement** of the nominee's teaching philosophy and perceptions of their teaching activities.
 - b. At the end of the application packet, include **full SPOT reports of courses where the TF is instructor of record**, that includes the summary of the nominee's quantitative as well as qualitative student evaluations.

Nomination packets must be submitted **as ONE single PDF** document to the Faculty Senate email box FacultySenateAwards@unt.edu no later than **5:00 pm, Friday, February 16, 2024** (include "Teaching Fellows/Teaching Assistants Awards" in the subject line).

Incomplete nomination packets, packets not following the specific eligibility and submission requirements, or those not signed by the department/division chair and academic dean will not be considered.