

**2024-2025 OUTSTANDING TEACHING FELLOW / TEACHING ASSISTANT**

**AWARD NOMINATION FORM –** **DEADLINE FRIDAY, FEBRUARY 14, 2025 – 5:00 p.m.**

(for TF and TAs during the 2024 Academic Year)

***Please follow instructions carefully! Incomplete, inaccurate, or late nominations will not be considered. Nominator must confirm all student data/information before submitting (critical for awards payment).***

This nomination is for (check one): [ ]  **Teaching Fellow** [ ]  **Teaching Assistant**

Nominator (faculty member): Dept/college:

Nominator phone number: \_\_\_ Total number of Teaching Fellows and Assistants employed by this dept/division: \_\_\_\_\_\_

Student name **AS IN UNT RECORD**: **UNT ID#** (*not EUID*)

Dept/div. & college: Graduate degree sought:

**Current/active** student phone #: **Current/active** student email:

**Current/active** student mailing address **AS IN UNT RECORD** (Street, City, State, Zip):

Total number of semesters as a [ ]  TF or [ ]  TA at UNT (including current semester):

**ALL** of the following documentation must be included in the nomination packet:

1. A nomination form **signed by the nominee’s department/division chair and academic dean**.

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 from the nominee's direct supervisor and one other from faculty member or administrator within the department or division.

6. Teaching Fellow Award nominees only:

1. Submit a one-page student statement of the nominee's teaching philosophy and perceptions of their teaching activities.
2. 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.

 Signature of Department/Division Chair Date

 Signature of Dean Date

**The complete nomination packet, scanned as ONE single pdf file, must be emailed to the Teaching Fellows/Teaching Assistants Committee at *FacultySenateAwards@unt.edu* by 5:00 pm on Friday, February 14, 2025 (include *“Teaching Fellows/Teaching Assistants Awards”* in the subject line).**