

CALL FOR NOMINATIONS

THE GRADUATE DEAN'S  
INSTRUCTIONAL EXCELLENCE AWARDS

Academic Year 2006-2007

The School of Graduate Studies and the Graduate Student Senate announce the call for nominees for the 20<sup>th</sup> annual Graduate Dean's Instructional Excellence Awards. This Award is available to graduate student assistants who demonstrate outstanding achievement in instruction. It presents academic departments with an annual opportunity to honor graduate students who have shown exceptional skill and dedication in their work. It is also a way for us to stress the importance we place on the undergraduate experience at CASE, by recognizing quality at another key point of student contact with this University.

Eligibility for this Award includes teaching assistants who assist with a course, a lab, or a recitation, or who assist with grading or tutoring. **Furthermore, candidates for nomination must have completed, or be currently enrolled in, the non-credit course UNIV 400, which is a course required of graduate students who provide instruction for undergraduate courses.**

The names of two nominees may be submitted by each department. The chair, in consultation with the department faculty, nominates Graduate Assistants whose performances are considered exceptional. Nominations may also originate from individual faculty members, but need an endorsement from the departmental chairperson. Use the enclosed form to forward the departmental nominations along with a letter of support. Please note that the questions on the enclosed form provide guidelines for the characteristics of interest.

Recipients will be presented certificates and an honorarium at the Graduate School Awards Ceremony, which will be held in April 2007.

We look forward to this opportunity to highlight the instructional achievements of our graduate students.

Deadline for receipt by the School of Graduate Studies: March 9, 2007

## EXCELLENCE AWARD NOMINATION FORM

NAME OF NOMINEE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

NAME & POSITION OF NOMINATOR \_\_\_\_\_

Because the following information will be used in the initial screening of nominees, answers to the following questions should be as complete as possible.

1. How long and in what capacity have you know the nominee? Please include information about the number of times you have observed him/her in an instructional role.
2. What is the most noteworthy aspect of this individual's contribution that classifies him/her as an outstanding teaching assistant?
3. What evidence is there from formal or informal evaluations of the outstanding quality of his/her instructional activity?
4. What evidence is there of his/her concern for and motivation of undergraduate students both in and outside the instructional setting?

[over]

Please rate the performance of the nominee in his/her instructional role, using the following scale:

1 = Outstanding      2 = Very Good      3 = Good      U = Unobserved

- \_\_\_ Is well-prepared for class instruction and/or instructional support activities
- \_\_\_ Demonstrates a mastery of the subject matter
- \_\_\_ Communicates clearly and effectively with students
- \_\_\_ Demonstrates enthusiasm and ability to motivate students
- \_\_\_ Uses a variety of effective instructional techniques
- \_\_\_ Encourages students' involvement in classroom and/or instructional support activities
- \_\_\_ Uses instructional time effectively and efficiently
- \_\_\_ Stimulates students to think creatively and critically
- \_\_\_ Provides students with constructive and timely feedback
- \_\_\_ Provides individualized academic assistance as needed outside instructional setting
- \_\_\_ Communicates the ethics and standards of excellence required in scholarly and professional work in the field
- \_\_\_ Seeks opportunities to improve instructional abilities
- \_\_\_ Other (specify) \_\_\_\_\_

Additional Comments

Please use the space below or an attachment to provide the selection committee with any information not specifically requested above that clearly identifies the nominee as an outstanding teaching assistant.