



Outstanding Teaching Award

As part of its commitment to promoting excellence in higher education, the Graduate School recognizes graduate students who have had an outstanding influence on the educational experience of undergraduate students. Each year, two students—ideally one master's and one doctoral—are recognized with a certificate at Spring Honors Convocation and an award of \$500.

Next Cycle Deadline: February 21, 2020 at 5pm

Eligibility:

Applicants must be enrolled in a graduate degree program and show progress toward the degree. Students from any graduate program are eligible, so long as they can demonstrate experience teaching undergraduate students. This includes—but is not limited to—experience as a Teaching Assistant, instructor of record, laboratory coordinator, or tutor. Students who have completed the Graduate School's CareerPrep Apprentice Teacher Certificate program are encouraged to apply. Students may win only one time per classification (master's and doctoral).

Application:

You must submit a **complete application** by the given deadline if you want it to be reviewed and considered. A complete application includes:

- ✓ **Nomination Cover Sheet**
- ✓ **Teaching Portfolio** (the following components in the following order)
 - ✓ One-page cover letter written by the nominee, addressing the record of teaching excellence
 - ✓ One-page statement of teaching philosophy
 - ✓ Course or laboratory syllabi created by the nominee (if available)
 - ✓ Curriculum vitae with teaching experience foregrounded
- ✓ **Letter of Nomination**
 - ✓ Details the outstanding character of the nominee's teaching
 - ✓ Includes the nominee's name and the department or program in which he or she teaches
 - ✓ Specifically addresses his or her outstanding teaching qualities (e.g. innovation in course design, utilization of technology, responsiveness to student needs)
 - ✓ Includes the nominator's signature
- ✓ **Letter of Support from the Department Chair or Program Director**

Combine all documents in one PDF file. The total packet may not exceed 15 pages. Email your packet as an attachment to GradPD@utep.edu

Incomplete applications will not be considered. Late applications will not be considered. Paper applications will not be considered.

Selection:

A committee of faculty and staff will use the application packets to assess the nominees' contribution to undergraduate education. The committee will then make recommendations to the Dean of the Graduate School. Though this process aims to select one master's and one doctoral student per year, the Graduate School reserves the right to select two winners from the same level.

Application Status:

Be assured that you will be notified whether you received the award or not. We cannot offer a date by which you will hear from us, but you will hear from us—please exercise patience as we work to evaluate all applications with care.

If Selected:

Distribution funds will be made using a Student Notice of Award (SNOA) to the student's Goldmine Account. If there is a balance owed on the account, the award will first be credited to that debt. Otherwise, winners will receive payment via financial aid [direct deposit](#). Winners are expected to attend Spring Honors Convocation.

Questions about the Outstanding Teaching application process may be directed to:

Aaron Waggoner, Ph.D.

Assistant Director for Professional Development and Support

jawaggoner@utep.edu

(915) 747-5777



THE GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223
The University of Texas at El Paso
500 W. University Avenue El Paso, Texas 79968
(915) 747-5491 Fax (915) 747-5788
utep.edu/graduate

UTEP AWARD FOR OUTSTANDING TEACHING BY A GRADUATE STUDENT Nomination Cover Sheet



Nominee's Name: _____ Nominee's Student ID: _____

Nominee's Email: _____

Nominee's Graduate Program: _____

Nominee's Level: Master's Doctoral

Nominator's Name: _____

Nominator's Email: _____

Relation to Nominee: _____

Nomination Checklist:

This nomination cover sheet completed by the nominee

Teaching portfolio, including these components in this order:

- One-page cover letter written by the nominee, addressing the record of teaching excellence
- One-page statement of teaching philosophy
- Course or laboratory syllabi created by the nominee (if available)
- Curriculum vitae with teaching experience foregrounded

Letter of nomination

- Details the outstanding character of the nominee's teaching
- Includes the nominee's name and the department or program in which he or she teaches
- Specifically addresses his or her outstanding teaching qualities (e.g. innovation in course design, utilization of technology, responsiveness to student needs)
- Includes the nominator's signature

Letter of support from the department chair or program director

Note: Please combine all documents in one PDF file before emailing the nomination. The total packet may not exceed 15 pages. Email your packet as an attachment to GradPD@utep.edu by 5pm on Friday, February 21, 2020.

Incomplete, late, or paper applications will not be considered.

For more information please contact Dr. Aaron Waggoner at jawaggoner@utep.edu or at (915) 747-5777.