

**Graduate Student
Teaching Excellence Award (TEA)
University of Minnesota, Department of Writing Studies**

The graduate student Teaching Excellence Award (TEA) is intended to recognize a Writing Studies graduate student for excellence in teaching in the Writing Studies Department programs. The DGS will solicit nominations each spring. An award of \$500 will be made to the nominee who, in the judgment of the selection committee, best meets the criteria of excellence. If no nominee were judged excellent, no award would be given.

Criteria

For this award, excellence would be demonstrated by the following:

- Course development and performance as measured by excellence in: preparing a course syllabus; conducting class sessions; tutoring; using technology; evaluating student work.
- Student response, as measured by student evaluation and demonstrated improvement.
- Evidence of commitment to helping other teachers, including especially other grad students.
- Leadership in promoting excellence in teaching.
- Satisfactory Progress toward degree completion.

Materials, Procedures, Deadline. Each TEA nominating dossier should include the following:

1. **Letter of nomination.** This letter should detail the rationale for nominating the candidate for the TEA. The letter may be written by a faculty member, another teaching assistant or other staff member who is well-acquainted with the candidate's teaching, or the candidate himself/herself.
2. **Two additional letters.** If the letter of nomination is from a faculty member, these letters can come from anyone with experience of the nominee as a teacher—another grad student, undergraduate student, staff person, or faculty member. *If the nominating letter was not written by a faculty member, one of these letters must be from a faculty member.*
3. **Recent report of a visit to a class or tutoring session by a faculty member.** May be part of one of the letters or a separate report.
4. **Personal statement from the candidate.** This statement should set forth the candidate's teaching philosophy and how this philosophy is manifest in the candidate's teaching. If a candidate nominates herself or himself, this statement may be incorporated into the letter of nomination.
5. **Two sets of recent student evaluations.**
6. **Course syllabus and policies for one course.**
7. **A sample of course materials.** These materials should not exceed 5-6 pages and may be web-based.

Deadline: Dossiers are due April 20, 2009. The nominated student is responsible for ensuring that the dossier arrives on time. Applications should be turned in to Mary Wrobel, Programs Administrator, 170B Wesbrook Hall, by 10:00 a.m., April 20, 2009.