



Teaching Award Submission Package

Please attach this page to the front of your submission package.

Name \_\_\_\_\_

Department \_\_\_\_\_

Chair \_\_\_\_\_

Award (circle one):            **Bender**                    **Trachtenberg**

For each of the criteria, please identify where they are located in the submission package.

Criteria	Location of supporting materials in package by page number
1. Application of appropriate pedagogical principles and effective teaching practices in higher education and/or the specific discipline or area being taught.	
2. Commitment to student learning and adaptation of instructional methods to differing students' strengths, needs, and differences.	
3. Use of student assignments that reflect high academic standards and expectations for high achievement.	
4. Fostering a high level of student involvement and intellectual excitement.	
5. Availability to students outside of regularly scheduled	



class times.	
6. Participation in the peer review of teaching.	
7. Engagement in the scholarship of teaching and learning.	

Nomination materials must be submitted to Aaron Kramer ([alk72487@gwu.edu](mailto:alk72487@gwu.edu)) electronically as a single PDF document. All pages should be numbered and submitted in the following order.

- Summary of teaching experience and approach as it relates to the materials in the package (1 page).
- One letter (1–2 pages) stating the departmental support of the nominee and addressing all of the criteria. This letter should be from the department chair or other departmental colleague with the chair’s co-signature.
- Two letters (1–2 pages) from departmental colleagues. At least one of these letters should include a peer review of teaching by a colleague who has observed the nominee.
- At least two but not more than five letters of support (1–2 pages each) from students / alumni who have completed a course with the faculty member. Letters should address some or all of the criteria.
- Summaries of two recent semesters of teaching feedback. All quantitative scores should be summarized into a table and student comments into themes with supporting quotes (4 pages maximum).
- At least one but not more than three examples of the teaching materials used in the course(s) (maximum of 10 pages total). Each should be labeled as to which criteria or criterion it is supporting. These can include:
  - Syllabi.
  - Course assignments or projects descriptions/prompts.
  - Presentation slides.
  - Active learning techniques.
  - Classroom or laboratory activities.
  - Sample of completed student work, with grading/feedback.

The submission package should be a maximum of 30 pages; materials beyond the 30-page limit will not be considered. Letters need not be on letterhead nor signed by hand; typed signatures are acceptable but must be accompanied with complete contact information in the letter.

*Please note that nomination packages and materials will not be returned.*