



Oscar and Shoshana Trachtenberg Prize for Teaching Excellence
Submission Package Cover Sheet

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

Nominee Name \_\_\_\_\_

Nominee Title \_\_\_\_\_

Nominee Department \_\_\_\_\_

Dept. Chair/Program Dir. Name \_\_\_\_\_

For each criteria, please identify which page they are in the submission package.

Table with 2 columns: Criteria and Location of supporting materials in package (page number). Rows include criteria such as 'Application of appropriate pedagogical principles', 'Commitment to student learning', 'Use of student assignments', 'Fostering a high level of student involvement', 'Availability to students outside of regularly scheduled class times', and 'Participation in the peer review of teaching'.



**Nominee Package Requirements**

All pages should be numbered and submitted in the following order.

- Submission package cover sheet
- 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/program director or other departmental colleague with the chair's/director's co-signature.
- Summary of teaching experience and approach as it relates to the materials in the package (1 page).
- Two years of teaching evaluations with comments (2–4 pages).
- Any other supporting materials the nominee wishes to include (CV, student statements, etc.).

The submission package may be a maximum of 15 pages (***not including this cover sheet***). Supporting materials beyond the 15-page limit will not be considered.

**Cover sheet, along with all supporting materials, will be submitted via InfoReady.**