Excellence in Teaching Award

The Center for Teaching and Learning administers the Excellence in Teaching Award (ETA), sponsored by the Graduate School. This highly competitive award recognizes teaching assistants who contribute to teaching at UGA beyond their own assigned classroom responsibilities. The ETA is the top teaching award for graduate students at UGA.

The nomination period for the ETA opens annually in November (visit the CTL website for current deadline). Departments may nominate one eligible TA who has received or is being concurrently nominated for the OTA. Only candidates who have demonstrated superior teaching skills and who have contributed to teaching beyond their own classroom responsibilities should be nominated.

Nomination form must be completed by the nominating department’s Graduate Coordinator* and must be completed by nomination deadline.

All nomination materials (excluding nomination form) must be submitted as a single PDF package to gradteach@uga.edu by the nomination deadline.

*Units that do not have Graduate Coordinators may not nominate their teaching assistant(s) for the Excellence in Teaching Award and are encouraged to contact the student’s home department so they may consider nominating the student. For questions regarding nomination eligibility, please contact Judy Milton at the Graduate School at jmilton@uga.edu.

Nomination Criteria

Departments may nominate only one student for the Excellence in Teaching Award.

- At the time of nomination, the student must have
  - previously received or currently be nominated for the Outstanding TA Award;
  - met all TA Policy requirements for training and language screening;
  - demonstrated superior teaching skills while serving as an instructor of the classroom or laboratory;
  - contributed to teaching at UGA beyond their own assigned classroom responsibilities (examples: developed/presented a SoTL project, acted as a lead TA, mentor, preceptor, or by creating teaching materials for other TAs to use);
  - had significant teaching responsibilities for at least two terms at UGA. One of these terms must have occurred during or after the academic year immediately previous to the semester of nomination. The spring semester of the nomination deadline cannot count towards the two terms requirement.

- Previous recipients of the award are not eligible.
- Student must be currently registered full time.

The nomination must be submitted by the announced deadline using the appropriate nomination form. This nomination form requires endorsement by the Graduate Coordinator.
Nomination Process

I. **Nomination Form**: The nomination form should only be completed by the Office of the Graduate Coordinator in the nominee’s home department and must be completed by nomination deadline.

   - The nomination form requires nominee information, confirmation of eligibility, and acknowledgement of the nomination by the Graduate Coordinator. See below for preview of form questions.

II. **Nomination Package**: The nominated student is responsible for submitting the following nomination package materials, as a single PDF package, by the deadline to gradteach@uga.edu:

   1. **A cover page** with name, department/program, degree, and contact information.
   2. **Table of contents** with page numbers for each item of application.
   3. **A letter of nomination** from a faculty member in the nominee’s department, familiar with the nominee’s teaching, that describes the contributions the nominee made to the department, University, or the discipline in terms of teaching beyond classroom/laboratory duties.
   4. **Nominee ETA Statement**
      - The ETA statement is a one-page statement by the nominee describing how they meet the award criteria.
      - It should document how the nominee has contributed to teaching at UGA beyond your own assigned classroom responsibilities.
      - The cover page, table of contents, nomination letter and nominee’s ETA statement do not count in the twelve-page limit for the teaching portfolio.
   5. **Teaching Portfolio**
      - The Teaching Portfolios should be no longer than twelve pages.
      - The portfolio should be professionally presented. [Sample portfolios are available online.](https://www.ctl.uga.edu/grad-student/teaching-awards/excellence-in-teaching-award/)
      - Each portfolio must include, as a minimum, each of the following items:
        a. A teaching philosophy statement
        b. Description of courses taught
        c. Sample teaching materials
        d. Sample of student work
        e. Innovative teaching projects and roles
        f. List of professional activities related to teaching at UGA (Contributions to the Teaching Profession and/or Your Institution)
        g. List of special training or teaching related experiences (Teaching-Related Professional Development)
        h. Evaluation of teaching (from students, peers, faculty)

Please read all directions carefully: The online nomination form should only be completed by the Office of the Graduate Coordinator. All fields must be filled out in order for the candidate to be considered. It is the responsibility of the nominee to submit all other material to the CTL prior to the deadline.
Nomination Form Preview

Part I: Graduate Coordinator and Department Information
- Select College or School
- Select Department
- Department Head name, campus address
- Graduate Coordinator name, email, campus address

Part II: Nominee Information
- Name, 9-digit UGA student ID number, email, campus address
- Home department, current job title
- Degree program, expected degree completion date

Part III: Departmental Endorsement
- The Graduate Coordinator acknowledges the above student is the only nominee being put forward by the department and that the nominee has fulfilled all requirements of the TA Policy:
  - Attended TA Orientation
  - Completed GRSC 7770 (or departmental equivalent)
- For international students required to submit TOEFL/IELTS for admission:
  - Demonstrated proficiency with the English language
- Nominee endorsement:
  - I [Graduate Coordinator] acknowledge that my department nominates this graduate student for the Excellence in Teaching Award, and that the student has fulfilled the requirements of the University’s TA Policy and all nominating criteria.

Please read directions carefully: The online nomination form should only be completed by the Office of the Graduate Coordinator. All fields must be filled out in order for the candidate to be considered. It is the responsibility of the nominee to submit all other material to the CTL prior to the deadline.

Questions?

For questions about nomination criteria and eligibility, please contact the Graduate School directly.

For questions about the nomination process or concerning any submission issues, please contact the Assistant Director of TA Development and Recognition at gradteach@uga.edu.