



UNIVERSITY OF CENTRAL FLORIDA

College of Medicine

University of Central Florida  
Awards for Excellence in Graduate Teaching  
2014 – 2015 Application

**Application Due: Monday, January 12, 2015**

Welcome to the new digital College of Medicine faculty excellence award nomination process! The digital system has been initiated at the college level in order to ensure accuracy of documentation and to expedite the committee review process at the college level. **Note:** The digital system is only applicable for nominations at UCF College of Medicine. **Should you be awarded the College of Medicine Award for Excellence in Graduate Teaching, you will be responsible for preparing a hard copy of the application in the way prescribed in the University Program Announcement for submission to the appropriate university contact by the deadline of 5:00 PM, February 9, 2015. This will ensure that you can also be considered for the award at the University level.**

The checklist on the following page can be used to track your application progress. Once you have completed the application please save (suggested file name: *name\_EGT\_2014.pdf*) and e-mail the application to the administrator [Monica.Bailey@ucf.edu](mailto:Monica.Bailey@ucf.edu). The administrator will submit your application to the reviewing committee.

**Note:** You will find that you can enhance the efficiency of the application process by labeling your documents according to the file names listed next to the required document. Suggested file names will be provided later in the application as well. This way your rater can quickly identify the section the document is fulfilling.



## Required Materials:

**Nomination Letter** from the chair of the department, a colleague or the nominee written specifically in support of this award. (The letter should stress how the nominee stands out within the department context)

File Format: *name\_nomination.doc* or *name\_nomination.pdf*

**Up-to-date Curriculum Vita** highlighting graduate teaching accomplishments and development of graduate programs, courses, and teaching materials

File Format: *name\_CV.doc* or *name\_CV.pdf*

**Statement of Teaching Philosophy** (500 words maximum)

File Format: *name\_philosophy.doc* or *name\_philosophy.pdf*

**List of all Courses** taught in the past three years by term, and the credit hours associated with each course, with graduate courses highlighted.

File Format: *name\_courses.doc* or *name\_courses.pdf*

**Enrollment and Grade Distribution** for courses taught in table format listing the number of As, Bs, etc., given, as well as percent that each letter grade represents within the total grades given (if possible, comparisons with distributions for other graduate courses in the college, or department would be helpful)

File Format: *name\_grades.doc* or *name\_grades.pdf*

**Syllabi** for all graduate courses taught in the past three years

File Format: applicant's choice, be sure that the file is in a word document or PDF

**Summaries of Teaching Evaluations**, similar to those required for TIP awards

File Format: *name\_teaching\_eval.doc* or *name\_teaching\_eval.pdf*

**Evidence of Graduate Course Development**, upgrades or program development

File Format: *name\_development.doc* or *name\_development.pdf*

**Examples of Teaching Strategies and Materials** used to challenge students to achieve excellence and expand their intellectual horizons

File Format: *name\_strategies.doc* or *name\_strategies.pdf*

**A List of Master's Thesis and Doctoral Dissertations Supervised** in the last three years

File Format: *name\_list.doc* or *name\_list.pdf*



**Optional Materials:**

**Previous Awards or Honors** received in recognition of graduate teaching excellence

File Format: *name\_awards.doc* or *name\_awards.pdf*

**Summaries of Evaluation of Teaching** by students, peers, the department chair, or other appropriate parties

File Format: *name\_TE.doc* or *name\_TE.pdf*

**Student Evaluation Comments** (if used, ALL comments from a selected course must be included rather than selected excerpts; if only excerpts are provided, they will not be considered; indicate at the front of the comments whether they are a complete set)

File Format: *name\_student\_eval.doc* or *name\_student\_eval.pdf*

**Letters from Graduate Students** (please include date and indicate for each letter whether it was or was not solicited); letters must not be solicited from current students

File Format: *name\_letters.doc* or *name\_letters.pdf*

**Recent Presentations and Creative Activities, Publications, and Research** related to graduate teaching

File Format: *name\_pca.doc* or *name\_pca.pdf*

**Recent Publications, Research, and/or Creative Activities** in primary graduate teaching field

File Format: *name\_primary\_pca.doc* or *name\_primary\_pca.pdf*

**Evidence in Participation** in activities to develop graduate course materials

File Format: *name\_participation.doc* or *name.participation.pdf*

Participation in or facilitation of a **Graduate Teaching Workshop** or similar activity

File Format: *name\_workshop.doc* or *name\_workshop.pdf*

Electronic Signature

Date



**Instructions for attaching documents:**

1. Click on the paperclip under the comments tab.  
\*If you have Adobe Acrobat 9 you will need to locate the Comments menu at the top of the screen, select “*Comment and Markup Tools*”, select “*Attach a file as a comment*”.
2. Click in the box that reads, “*Place document attachments here*”
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