2024 ACADEMIC AFFAIRS AWARD
OUTSTANDING TEACHING ASSISTANCE BY A GRADUATE STUDENT
NOMINATION FORM

(To Be Completed by Nominator)

NAME OF PERSON SUBMITTING NOMINATION

SIGNATURE OF PERSON SUBMITTING NOMINATION Date:

NAME OF NOMINEE: _____

NAME OF NOMINEE'S COLLEGE: _____

NOMINEE'S DEGREE/CONCENTRATION: _____

Please provide no more than a one-page description of why you are nominating the graduate student for this award. **Please forward with this nomination form to the nominee for completion**.

(To Be Completed by Nominee)

CELL PHONE #: _____ EMAIL ADDRESS: _____

Please enclose with the Nomination Form

1. A current vita (maximum of five pages)
2. A discussion (maximum of five pages) of the nominee's teaching related accomplishments during **the past 1+ academic years teaching or providing teaching assistance to undergraduate students as a function of graduate student responsibilities at this university. This includes all activities that are geared towards student engagement in classes and in support of the University's Strategic Plan.** **https://www.una.edu/strategic-plan/index.html**
3. Nominees are to submit only the required materials listed above. Please refer to accompanying selection criteria for further guidance and for instructions for submission. Address any questions you may have to your Department Chair.

_____ DATE: _____
NOMINEE'S SIGNATURE

_____ DATE: _____
DEPARTMENT CHAIR SIGNATURE *(Letter of Support Attached)*

_____ DATE: _____
DEAN'S SIGNATURE *(Letter of Support Attached)*

PROCEDURES AND CRITERIA - OUTSTANDING TEACHING ASSISTANCE BY A GRADUATE STUDENT

1. **September 2023:** Award Committees selected by Deans
   *The Deans must approve any changes to the award criteria prior to the solicitation of nominees for the award.
   November 2023: Nominations Open
   February 9, 2024: The Nomination Form, with accompanying documentation, must be submitted to the Chair of the nominee's department
   February 16, 2024: The Nomination Form, with accompanying documentation, must be submitted to the Dean of the nominee's college
   February 23, 2024: The Nomination Form, with accompanying documentation, must be submitted to the Office of Academic Affairs via email with PDF attachment. **(smcmillan@una.edu)**
   April 22, 2024: Awards Gala

2. Nominations may be submitted by students, faculty members, administrators and/or alumni. All UNA graduate students are eligible for the award.

3. The award will be made for excellence in the classroom. A list of no more than three (3) finalists will be based on a preliminary screening of materials submitted with the nomination. In March, members of the selection committee will review evidence of skilled teaching/teaching assistance via face-to-face or by accessing a recording.

4. The recipient will receive:
   A. There will be an acrylic award given to each recipient
   B. The name of the recipient will be displayed on a permanent plaque
   C. The recipient will be featured in *Profiles in Excellence*

5. The award will be presented by the Provost and Vice President for Academic Affairs at the University Awards Gala (April 22, 2024).

7. No student member of the Selection Committee will be eligible for an award while serving on the committee.

Former Recipients:

Katie J. Mauldin (ACONHP) – 2020
N/A – 2021
Ashley Massey (CASE) - 2022
Nadia Stewart (SCOBT) - 2023