# **UVA Faculty Teaching Awards – Cover Page**

Teaching awards at the University of Virginia annually recognize the most dedicated, passionate, creative, and equity-minded instructors who significantly and meaningfully contribute to the University’s teaching mission. Exceptional candidates are identified through a nomination process and selected by a representative committee. Nominations should be compiled principally by the nominator with supporting help from the nominee.

**Nominator Information** (add additional lines if multiple nominators)

Name:

Title:

Email Address:

**Nominee Information**

Name:

Title:

Email Address:

In order to guide the nomination process and help the Awards Committee conduct an equitable selection process, we ask that all nomination packets (aka dossiers) conform to the following requirements. The committee will not consider any dossiers that do not.

**Dossier Requirements**

1. Keep within stated page limits for each supporting document. The entire document should not exceed 30 pages.
2. Use a 12-point sans serif font (e.g. Calibri) for the entire dossier.
3. Set margins to 1 inch on all sides.
4. Create a single PDF with all supporting documents in the following order:
   1. Cover page
   2. Nomination Letter (limit: 2 pages)
   3. Letters of Support (limit: 5, 1-page letters; at least 2 from faculty and 2 from students)
   4. Nominee’s Curriculum Vitae (limit: 2 pages)
   5. Nominee’s Reflective Teaching Statement (limit: 2 pages)
   6. Statement of Nominee’s Equitable and Inclusive Teaching Practices (limit: 1 page)
   7. Supporting materials (limit: 5 pages)
   8. Representative course syllabus
   9. Student Evaluation Data(Excel template provided)

In addition to the signature of the nominator, the nominee’s dean, department chair, or direct supervisor, as appropriate, must endorse the nomination. In cases where the nominator is also the dean, department chair, or supervisor, a single signature is sufficient. These signatures may be provided electronically.

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Nominator Printed Name Nominator Signature

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Dean/Dept Chair/Supervisor Printed Name Dean/Dept Chair/Supervisor Signature