

## Teaching Recognition Award 2024-2025 Nomination Coversheet

*Part of the Laura J. and L. Douglas Meredith Professorship Program*

### **Award category**

Please select **one** Teaching Recognition Award (TRA) category:

- Award for Early Performance
- Award for Continuing Excellence

### **Nominee**

Nominee (full name): \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

School or college: \_\_\_\_\_

Dean (full name): \_\_\_\_\_

Dean email: \_\_\_\_\_

Department, school, or unit (where relevant): \_\_\_\_\_

Chair/director (full name): \_\_\_\_\_

Chair/director email: \_\_\_\_\_

### **Nominator (faculty member)**

Primary nominator (full name): \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **The nomination packet (single PDF) includes these items in order:**

- 1) This coversheet
- 2) Formal nomination letter (no more than three pages) that:
  - Makes the case for the nominee's outstanding teaching performance
  - Describes the nominee's regular teaching responsibilities, as well as any mentorship activities within the department, school, or college

**NOTE:** The nomination letter should provide concrete examples or illustrations of teaching excellence, rather than general statements of praise.

- 3) A teaching statement (no more than three pages) which addresses:
  - The nominee’s approach to teaching
  - Any significant teaching innovations and initiatives
  - Specific techniques for assessing or evaluating student learning
  - How the nominee uses assessment or evaluation of student learning to inform teaching innovation
- 4) An updated *curriculum vitae*
- 5) Up to three examples (one page each) of teaching innovations used by the nominee in courses taught at Syracuse University
- 6) Letter of support from a peer who has observed the nominee’s teaching and can speak to the use of innovative teaching techniques and sound pedagogical practices
- 7) Letters of support from two former students detailing *specific examples* of teaching excellence from the nominee. The letters should appropriately reflect the balance of the nominee’s teaching in undergraduate and graduate curricula.
- 8) A professional bio (not to exceed 500 words) suitable for publication

The nomination packet should not exceed 18 pages, excluding the *curriculum vitae*.

Primary nominator’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/director’s signature (concurrence): \_\_\_\_\_ Date: \_\_\_\_\_

Dean’s signature (concurrence): \_\_\_\_\_ Date: \_\_\_\_\_

**Nominations are due Friday, January 31, 2025.** Please email the nomination as **one PDF** to Amanda Latreille, Faculty Affairs Specialist, at [arlatrei@syr.edu](mailto:arlatrei@syr.edu) (subject: TRA nomination).