**Dossier Template for those nominated for the  
Provost’s Award for Excellence in Teaching  
and William S. Ward Endowment Award**

Congratulations on having been nominated for a teaching award!

**Please begin the process of preparing your nomination dossier, which must be submitted electronically, as a single PDF file, by 11:00 AM, Tuesday, January 14th, 2025.**

To assist with the submission process and to ensure that each dossier is of comparable format, size, and scope (thereby allowing reviewers to focus on *content*), the Office of the Provost has created this template. As the template for each award differs from the others, be sure to use the document corresponding to the award for which you were nominated.

**A. How to use this template**

1. Save this file to your local computer. When naming the downloaded file, change the file’s generic name by using the following pattern: “Nomination-Provost.doc” à “Provost-2025-Smith.doc” (where “Smith” should be replaced by your surname).
2. Open the newly downloaded file on your local computer and verify its contents.
3. Working through each page of the template:

* Replace items in square brackets appropriately, removing the brackets in the process:

e.g., [Name of School/College] à College of Engineering

* Add required information to each of the empty tables that appear throughout.

Not all of the information required for your dossier can be directly typed (or otherwise integrated) into this document. For example, it is not possible to insert a PDF file with course evaluations into this file. That said…

1. Whatever information *can* be typed into this template *should* be typed into this template and saved in .doc (or .docx) format for continual editing. There is no need to handwrite anything.

**B. Some notes on the dossier’s content**

1. In working with this template, remember its dual purpose: to facilitate the submission process and to ensure parity among nominees. Therefore, it is critical that you follow the template carefully. The review committee will disqualify a dossier if it appears that the nominee has attempted to seek advantage by:
   * exceeding stated page limits;
   * adjusting the font, font size, line spacing, or page margins to allow more text per page; or
   * including material beyond that which has been specified.
2. When completed, the dossier should include information on exactly two courses, i.e., two courses selected from among those taught in either calendar year 2022, 2023, or 2024. Moreover, at least one the courses for which you provide information must be among your two largest sections. (See below for details.)

*In the past, some nominees have presented data from six courses, i.e., two per year for each of three years. This is not correct. Limit yourself to two courses, total.*

1. When presenting a summary of teaching evaluations, please do one of the following.
   * If you include data from a course evaluated under the new “Student Feedback Survey,” insert a copy of the summary report that you received for that class behind the page marked “Summary of Teaching Evaluations.” That’s it. You need not summarize the data otherwise.
   * If you are using evaluation data from a course that did not use the new Student Feedback Survey forms (for whatever reasons), summarize the data in whatever way you feel is most appropriate, provided that the summary does not exceed one page (single spacing permitted) and then insert copies of the actual evaluation forms, capturing the side that includes the written comments only. Please copy all actual forms, including those pages that do not include student comments, thereby ensuring that the number of total surveys indicated on the summary pages equals the number of photocopied survey pages.

Given that we have recently moved to a new course evaluation system, it is quite possible that the student feedback appearing in your dossier won’t be directly comparable. The review committee fully understands and will evaluate the data appropriately.

**C. Creating the required PDF file**

While all nominees must submit their dossiers as a single PDF file, nominees are free to create their PDF files by whatever means are most familiar or comfortable. The range of possible paths toward the final PDF file is quite wide, particularly given the different formats in which the dossier’s source information likely exists.

* For example, how you convert this template (in .doc format) to PDF will depend on the software you are using. You may be able to save it as PDF, or you might print it to a “virtual printer” to convert it to PDF. Alternatively, you may need to print a hard copy and scan those pages. (This last option is least optimal.)
* Original letters mailed to you will need to be scanned for processing. Other letters may be e-mailed to you already scanned as PDF files.
* Teaching evaluations may already exist as PDF files.

**In the end, how to create the final PDF is a decision left to you.**

Of the many possible strategies, the following two processes may help. Use them if you’d like.

C1) Once you have finished typing in the information required by this template,

1. print the file contents on paper (single-sided). Gather all the other materials that will appear in the dossier (e.g., letters written on your behalf, copies of teaching evaluations), also ensuring that these are printed out on paper (single-sided). Assemble this collection of papers into a hard-copy version of your dossier – as if you were going to put it into a three-ring binder and submit. Be sure that your materials are free of staples, clips, etc. Locate a scanner – the newer, the better. *It is very likely that your unit’s photocopier also scans documents. Ask your administrative support staff.* Scan the assembled hard copy materials into a single PDF file.
2. print the file contents to PDF. On your computer, open the PDF versions of all the other materials that will appear in the dossier (e.g., letters written on your behalf, copies of teaching evaluations). Use the Adobe Acrobat combine files function to merge all documents into a single PDF file. Use the organize pages function to assemble the materials into the proper order for your dossier.

C2) Name your PDF “Provost-2025-Surname.pdf”.

**D. Submitting your electronic dossier**

The PDF file should be submitted to Faculty Success by either:

1. e-mailing it as an attachment to [facultyawards@uta.edu](mailto:facultyawards@uta.edu) or
2. copying it to a flash drive and delivering it to the Division of Faculty Success, Trinity Hall 106.

Your PDF must be successfully submitted by **11:00 AM, Tuesday, January 14th, 2025**. (Nominees are advised to complete this process at least 48 hours in advance of the deadline to minimize any potential negative impact arising from technological issues.)

Address questions to Shanna Banda, (817) 272-7422, sbanda@uta.edu

**Provost’s Award for Excellence in Teaching Nomination Dossier: Contents**

Be sure that you have included the materials specific to the award for which you have been nominated.

1. **Cover Page.** See the next page, which contains UTA’s Logo in the Upper Left-Hand Corner.
2. **Teaching Statement.** An essay that describes your teaching philosophy with specific reference to what you seek to accomplish as a teacher, how you intellectually challenge your students, and how your approach to teaching reflects those goals. (3 pages maximum, double spaced, 12-point typeface, 1” margins)
3. **Letters of Support.** Four letters that speak to the quality of your teaching, one each from:
4. your department chair *or* your program director *or* your dean
5. a student currently enrolled at UT Arlington (but not now enrolled in a course with you)
6. another student currently enrolled at UT Arlington *or* a student who has graduated from UT Arlington
7. any other person of your own choosing who can speak directly to the issue of your teaching

*Each nominee is expected to solicit their own letters, receive them, and place them directly into the dossier.*

1. **Record of Recent Teaching.** Registration information about all of the courses taught at UT Arlington (or elsewhere) during the previous three calendar years, i.e., 2022, 2023, and 2024. Use the table provided.
2. **Material from Two Courses.** Additional information about two of the courses listed in (3). In choosing the two courses for which you will provide this additional information, follow these instructions.
3. The first of these courses must be selected from between the two courses in (3) with the largest enrollments. *The committee wants to know how you approach teaching in what are your larger classes.*
4. The second of these courses may be any of the others listed in (3). Ideally, it should represent an offering distinct from the first, addressing a different topic or reflecting teaching at a different level.   
   Note: If your teaching assignments limit your choice of courses, then course #2 may be a different section from course #1. Please be sure, however, that it is drawn from a *different* academic year.

For each of these two courses identified per the instructions above, provide:

* 1. Grade distributions (use the table provided in the template)
  2. Course syllabus (including any ancillary syllabus materials, such as a reading list)
  3. Summary of teaching evaluations for the course
  4. Students’ written comments as they appear on the course evaluation forms

*Do not submit any additional material beyond what has been indicated above.*

1. **Evidence of Teaching Effectiveness and/or Innovation** [up to six pages total]**.**
2. A one-page (single-spaced) statement in which you describe a specific lecture, assignment, or activity that you used in one of the courses in (4) and explain how/why it proved especially effective and/or innovative.
3. Up to five (5) additional single-sided pages of directly relevant supporting materials: handouts, lecture notes, PowerPoint slides (with up to four slides on a single page), etc.
4. **Evidence of Intellectual or Professional Impact** [up to six pages total]**.**
   1. A one-page (single-spaced) summary of the items presented in service to (6b) immediately below.
   2. Up to five (5) single-sided pages that document this impact, i.e., how students have benefitted from your teaching in the larger context. As such, this evidence is not limited to efforts associated with the courses presented in (4), but may be drawn from any point in your teaching career.

*These pages should* ***not*** *be materials you have written (i.e., an extension of your teaching statement or pages from a student essay with your comments in the margin.) Rather, they should document selected student successes. Examples include (but are not limited to): a particularly striking or poignant unsolicited letter of appreciation from a former student; the page of a publication in which a student acknowledges your impact on their development; evidence of an award won by you (or a student) that reflects how you have inspired him/her to create a work of extraordinary merit; etc.*

1. **Current Curriculum Vitae.** (comprehensive)

When creating your final PDF, do not include these first three pages of instruction.  
**The first page of your electronic dossier should be the next page.**



[Name of School/College]

*Nomination Dossier for the*

***Provost’s Award for Excellence in Teaching***

***William S. Ward Endowment Award***

**[Nominee’s Name]**

[Nominee’s Academic Title/Rank]

[Nominee’s Home Department/Program]

***Spring Semester 2025***

First year of service at UT Arlington: [XXXX]

E-mail address: [XXXXXX@uta.edu]

**1. Teaching Statement: Philosophy, Goals, and Approach**

[Select this text by double-clicking and begin typing. Limit your essay to three double-spaced pages. Do not extend your text to a fourth page. See the instruction sheets for details.]

**2. Letters of Support**

Complete the four short tables on the page by double-clicking inside the shaded boxes and typing.

***2a. Letter from your chair, director,* or *dean***

|  |  |
| --- | --- |
| Name of letter-writer: | [double-click here, etc.] |
| His/her title or position: |  |
| His/her relationship to you: |  |

***2b. Letter from a student currently enrolled at UT Arlington***

|  |  |
| --- | --- |
| Name of letter-writer: | [double-click here, etc.] |
| His/her title or position: |  |
| His/her relationship to you: |  |

***2c. Letter from either another currently enrolled student* or *a graduate of UT Arlington***

|  |  |
| --- | --- |
| Name of letter-writer: | [double-click here, etc.] |
| His/her title or position: |  |
| His/her relationship to you: |  |

***2d. Letter from a person of the nominee’s choice***

|  |  |
| --- | --- |
| Name of letter-writer: | [double-click here, etc.] |
| His/her title or position: |  |
| His/her relationship to you: |  |

*Please place the four letters behind this page, in the order indicated above.*

**3. Record of Recently-Taught Courses**

In the table below, list all courses taught during the spring, summer, and fall semesters of 2022, 2023, and 2024. Use the example given as a model (but be sure to delete it in your own list.) Add rows as necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester** | **Prefix** | **Number** | **Section** | **Title** | **# of Students** |
| Spring 23 | ENGL | 1100 | 001 | Introduction to Reading and Writing for College-Level Students | 24 |
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| Fall 23 |  |  |  |  |  |
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**4a. Course / Course Section #1: Summary Information**

This course must be one of the two largest classes (by official enrollment in) that you taught in 2022, 2023, or 2024.

|  |  |
| --- | --- |
| Prefix and Number of Course: | **ABCD 1234** |
| Course Title: |  |
| Semester Taught: |  |
| Number of Students: |  |

Grade Distribution  
In the shaded boxes below, enter the number of students who received an “A”, a “B”, etc. for this particular course in the semester you taught it. Do ***not*** submit a grade roster.

|  |  |
| --- | --- |
| A | **#** |
| B | **#** |
| C | **#** |
| D | **#** |
| F | **#** |
| W | **#** |
| other | **#** |
| **Total** | **#** |

*Behind this page, please insert a copy of the course syllabus.*

**Course / Course Section #1: SFS Summary Report**

Simply insert a copy of the course’s PDF summary report behind this sheet.

**4b. Course / Course Section #2: Summary Information**

This course must be any other course that you taught in 2022, 2023, or 2024.

|  |  |
| --- | --- |
| Prefix and Number of Course: | **ABCD 1234** |
| Course Title: |  |
| Semester Taught: |  |
| Number of Students: |  |

Grade Distribution  
In the shaded boxes below, enter the number of students who received an “A”, a “B”, etc. for this particular course in the semester you taught it. Do ***not*** submit a grade roster.

|  |  |
| --- | --- |
| A | **#** |
| B | **#** |
| C | **#** |
| D | **#** |
| F | **#** |
| W | **#** |
| other | **#** |
| **Total** | **#** |

*Behind this page, please insert a copy of the course syllabus.*

**Course / Course Section #2: SFS Summary Report**

Simply insert a copy of the course’s PDF summary report behind this sheet.

**5. Evidence of Teaching Effectiveness and/or Innovation**A one-page (single-spaced) statement in which you describe one specific lecture, activity, or assignment that you used in one of the courses presented in (4) and explain how or why it is effective and/or innovative.

[Select this text and begin typing a summary of the evidence that you are presenting; single-spaced text is acceptable. Behind this summary page, insert up to five (5) single-sided pages of representative materials – see instructions. Do not exceed the page limit.]

**6. Evidence of Intellectual or Professional Impact**Up to five (5) single-sided pages of evidence that demonstrate how students under your instruction (in any course) have benefitted from your teaching, as prefaced by a one-page summary.

[Select this text and begin typing a summary of the evidence that you are presenting in the five pages that follow; see instructions for more information. Do not exceed the page limit.]

**7. Curriculum Vitae**

*Behind this page, please insert your complete current CV.*