# Early Career Teaching Award (ECTA): Coversheet and Checklist

*This coversheet and checklist are designed to ensure completeness of the file and only used for administrative purposes.*

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| Name of nominee:  |  |
| Nominee’s academic unit(s): |  |
| Nominee’s academic title(s): |  |
| Nominee’s email address: |  |
| Nominee’s pronouns. This information is collected for letter writing purposes. Please note you can respond “prefer not to answer”: |  |
| Expected date for the nominee to apply for tenure (e.g., 2025):  |  |

|  |  |
| --- | --- |
| Name of nominator:  |  |
| Nominator’s academic unit(s): |  |
| Nominator’s academic title(s): |  |
| Nominator’s email address: |  |

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| Is this nomination a resubmission? |  |
| Did you consult with any office(s) in preparation for this nomination? (Y/N) |  |
| If yes, what office(s) did you consult with: |  |

Only the documents listed below should be submitted as part of your ECTA nomination file. Please compile all of the documents in a single PDF file in the order indicated in the checklist. All submitted documents should use a standard 12-point font with one-inch margins.

The nomination file must not exceed 35 pages; this page count does not include the ECTA coversheet, checklist or the table of contents. Included below are suggested page counts for each component of the nomination file; however, these are suggestions and please do compile the nomination file in accordance with the nominee’s strengths and experiences.

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|  | Yes |
| Section 1: ECTA Coversheet and Checklist *Suggested 2 to 3 pages, not included in file page count* | □ |
| Section 2: Table of Contents*Suggested 1 page, not included in file page count* | □ |
| Section 3: Letter of nomination written by a member of the University community, detailing the specific contributions of the candidate which address the selection criteria as it relates to the candidate *Suggested maximum 5 pages* | □ |
| Section 4: Letters of Support* Two to three letters from colleagues (one of which should be from a Principal, Dean, Vice-Dean, Associate Dean, Chair, or Academic Director) that speak directly to the impact that the candidate’s contributions have had to teaching and student learning
* Two to three letters of support from current or former students that speak directly to the impact the candidate has had on student learning and development
	+ *Suggested 1 to 3 pages per letter*
 | □ |
| Section 5: Teaching philosophy statement written by the candidate*Suggested 2 to 3 pages* | □ |
| Section 6: Abridged current curriculum vitae*Suggested maximum 5 pages* | □ |
| Section 7: Summary of the candidate’s teaching-related achievements at the undergraduate and/or graduate level that address the selection criteria. The summary brief could include the following information:* Course and curriculum development;
* Summary of quantitative and qualitative feedback from students;
* Teaching and learning initiatives that the candidate has engaged in (e.g., development of an initiative for first year students, mentoring initiative for graduate students, outreach to high school students, integration/adoption of a new teaching approach, informal/formal research on learning, presentations on teaching, etc.);
* Recognition of teaching contributions by students and/or colleagues;
* Teaching development activities; and/or
* A summary of how equity, diversity and inclusion inform your teaching practices.
	+ *Suggested maximum 12 to 14 pages*
 | □ |