# President’s Teaching Award (PTA): Coversheet and Checklist

*The Nomination Brief will be assessed by the Selection Committee. 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”: |  |

|  |  |
| --- | --- |
| 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 [PTA nomination file](https://www.provost.utoronto.ca/wp-content/uploads/sites/155/2022/02/Presidents-Teaching-Awards-overview-and-instructions_2022.pdf). 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** (cover page and checklist, nomination brief, biographical notice, CV, and course evaluation data are *not* included in the page count). 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. Please submit your nomination file to [awards.provost@utoronto.ca](mailto:awards.provost@utoronto.ca) by the nomination deadline March 21, 2023 at 11:59 p.m.

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|  | Yes |
| Section 1: PTA Checklist and Coversheet  *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: Introductory Material   1. Nomination Brief   *Suggested 1 page, not included in file page count*   1. Short Biography of Candidate   *Suggested 1 to 2 pages, not included in file page count* | □ |
| Section 4: Decanal Letter of Endorsement  *Suggested 1 page* | □ |
| Section 5: Nomination Letter  *Suggested 4 to 6 pages* | □ |
| Section 6: Educational Leadership   1. Nominee’s Statement on Educational Leadership   *Suggested 2 pages*   1. Evidence of Educational Leadership   *Suggested 2 to 5 pages* | □ |
| Section 7: Teaching Excellence   1. Teaching Responsibilities   *Suggested 1 to 2 pages*   1. Nominee’s Statement of Teaching Philosophy   *Suggested 2 pages*   1. Evidence of Teaching Excellence (must include summary of course evaluation data)   *Suggested narrative 2 to 5 pages; additional course evaluation data is not included in file page count. Please do not include raw data (e.g., instructor PDF reports).* | □ |
| Section 8: Educational Innovation   1. Evidence of Innovation and Impact of Innovation   *Suggested 2 to 4 pages* | □ |
| Section 9: Letters of Support  *Suggested 1 to 2 pages per letter. Include 2 to 3 letters from students, and 2 to 3 letters from colleagues.* | □ |
| Section 10: Curriculum Vitae  *Not included in file page count* | □ |