

# PTA Coversheet and Checklist 2023-24

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

Nominee Information	
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":	

Nominator Information	
Name of nominator:	
Nominator's academic unit(s):	
Nominator's academic title(s):	
Nominator's email address:	

Additional Information	
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 the PTA nomination file. Please compile all documents in a single PDF file and in order indicated in the checklist below. All submitted documents should use 12-point font with one-inch margins.

**The PTA nomination file must not exceed 35 pages.** Not included in this page count is the coversheet and checklist (this document), the nomination brief, the biographical notice, the CV, and course evaluation data. Below are suggested page counts for each component of the nomination file. However, these are suggestions. Please 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, 2024 at 11:59 p.m.**

Section Number	Section Name	Suggested Length	Included in File Page Count?	Submitted
1	PTA Coversheet and Checklist	2-3 pages	No	<input type="checkbox"/>
2	Table of Contents	1 page	No	<input type="checkbox"/>
3	<b>Introductory Material</b>			
3.1	Nomination Brief	1 page maximum	No	<input type="checkbox"/>
3.2	Short Biography of Candidate	1-2 pages	No	<input type="checkbox"/>
4	Decanal Letter of Endorsement	1 page	Yes	<input type="checkbox"/>
5	Nomination Letter	4-7 pages	Yes	<input type="checkbox"/>
6	<b>Educational Leadership</b>			
6.1	Nominee's Statement on Educational Leadership	2 pages maximum	Yes	<input type="checkbox"/>
6.2	Evidence of Educational Leadership	2-5 pages	Yes	<input type="checkbox"/>
7	<b>Teaching Excellence</b>			
7.1	Teaching Responsibilities	1-2 pages	Yes	<input type="checkbox"/>
7.2	Nominee's Statement of Teaching Philosophy	2 pages maximum	Yes	<input type="checkbox"/>
7.3.1	Evidence of Teaching Excellence (narrative)	2-5 pages	Yes	<input type="checkbox"/>
7.3.2	Evidence of Teaching Excellence (summary of course evaluation data)	Required, no page limit	No	<input type="checkbox"/>
8	<b>Educational Innovation</b>			
8.1	Evidence of Innovation and Impact of Innovation	2-4 pages	Yes	<input type="checkbox"/>
9	<b>Letters of Support</b>			
9.1	Letters of Support from Colleagues (2-3)	1-2 pages per letter	Yes	<input type="checkbox"/>
9.2	Letters of Support from Students (2-3)	1-2 pages per letter	Yes	<input type="checkbox"/>
10	Curriculum Vitae	Required, no page limit	No	<input type="checkbox"/>