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| **Contents**  | **Details**  | **Responsibility**  | **Max. pages**  |
| **Cover page**  | * Name of nominee
* Role at UW (sessional, tenured, adjunct, etc.)
* Faculty, department/school
* Number of years teaching at Waterloo
 | Nomination coordinator  | 1  |
| **Student nomination(s)**  | * Collection of paragraphs from letters submitted by previous student(s) of nominee
* Include student name and connection to nominee
* Should reference award criteria
* May be pulled from previous/parallel teaching award nominations (e.g., Faculty award)
 | Nominee’s (former) students  | 2  |
| **Letter of support (colleague)**  | * Expression of support for nomination (see criteria)
* Description of nominee’s leadership, educational impact, rapport with students, etc.
 | Nominee’s colleague  | 1  |
| **Letter of endorsement**  | * Overview of support for nomination (see criteria)
 | Chair, Associate Dean  | 1  |
| **Statement from nominee**  | * Describe context: type of teaching position (tenured/sessional), workload, responsibilities, etc.
* Statement of teaching philosophy
* Reference at least 2 of the following criteria:
* Evidence of teaching excellence
* Evidence of leadership
* Evidence of educational innovation
 | Nominee  | 2  |
| **Student Course Perceptions scores**  | * Include previous 5 years
* Teaching Fellows can contact Kathy Becker, with permission from the nominee to access these scores.
 | Nomination coordinator   | No limit  |
| **Recent peer review of teaching**  | * Optional
 | Nomination coordinator  | No limit  |

**2023-2024 Nomination Package Guidelines**