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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**