

## How to Apply for the Department Teaching Award

Students who wish to apply for this award should notify their faculty advisor who should write a letter on their behalf to the Chair of the Graduate Policy Committee by April 2<sup>nd</sup>. Additional letters may be submitted by other faculty members for whom students have acted as teaching assistants. The successful nominee will have displayed consistently high-quality work as a teaching assistant or instructor as judged by student evaluations and assessments by supervising faculty. [Where the nominee has student evaluations, these should be included in the application package.] He or she will also have undertaken extra steps to improve teaching skills, such as participating in the Future Faculty program, taking courses in teaching, obtaining teaching mini-grants and the like.