



UNIVERSITY
OF SOUTHERN
CALIFORNIA

MEMORANDUM

To: Academic Deans, Directors, Department Chairs, and Faculty
From: Lawford Anderson, Ph.D.
Director of the Center for Excellence in Teaching
Date: May 2, 2008
Subject: 2009 Outstanding Teaching Assistant Award
Call for Nominations

Office of the Provost

Center for
Excellence in Teaching

Lawford Anderson
Director

The University Outstanding Teaching Assistant Award emphasizes the critical role teaching plays in the mission of the University. Three awards of \$1,000 each will be presented at the Academic Honors Convocation, Tuesday, April 14, 2009 to three graduate students who have exhibited consistent excellence in the classroom.

The required documents for the 2009 University Outstanding Teaching Assistant Award are as follows:

- Contact information of nominator and nominee.
- A citation from the nominee's sponsor for publication in the Convocation program.
- A formal statement from the nominating department not to exceed two pages that indicates why the nominee is an excellent candidate for the award. The statement could include:
 - Evidence of innovative instructional techniques and contributions.
 - Contributions to instruction above and beyond the call of duty.
 - Contributions to instruction outside of the classroom.
 - Self-improvement efforts regarding teaching.
- A copy of nominee's most recent curriculum vitae.
- A representative selection of the nominee's formal teaching evaluations, including students' comments appearing in the evaluation forms; and
- Up to two letters of recommendation from faculty in the department who can assess the nominee's teaching and/or helpfulness to students in their learning experience.

The nomination deadline is Friday October 31, 2008.

Please note that each department's nominee for the University Outstanding Teaching Assistant Award is recognized at a reception, given by the Center for Excellence in Teaching, in the spring for their excellence in teaching.

Please send one original and five (5) copies of the nomination materials to:

2009 Outstanding Teaching Assistant Award
Center for Excellence in Teaching
GFS 211, MC 1695

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