

Coversheet and Checklist

This coversheet and checklist are designed to ensure the completeness of the nomination package and are only used for administrative purposes. It is the responsibility of the nominator to ensure that the nomination package is complete. Incomplete nomination packages will not be considered by the Adjudication Committee.

Name of Award:	Undergraduate Teaching Assistant Award Graduate Teaching Assistant Award Unit 3 Sessional Instructors Teaching Assistants Award
Name of nominee:	
Nominee’s Undergraduate or Graduate Department (if a registered student):	
Nominee’s email address:	
Nominee’s pronouns. This information is collected for letter writing purposes. Please note you can respond “prefer not to answer”:	

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

Only the documents listed below should be submitted as part of your award nomination. All submitted documents should use a standard 12-point font with one-inch margins. Please compile all of the documents in a single PDF file in the order indicated in the checklist and send it as an e-mail attachment to utscteachingawards@utsc.utoronto.ca by **Friday, May 3, 2024, at 5 pm.**

Nomination Package Checklist – Undergrad, Graduate or Unit 3 Sessional Instructors Teaching Assistants Award

	Yes
Completed Checklist/Coversheet	
a) Nomination Letter (Maximum 500 words)	
b) Letters of Support (Maximum 250 words each, Maximum 3 letters)	
c) Supporting Materials (Maximum 15 pages)	

If this nomination is successful, the nomination package may be shared with relevant communications teams to support the writing of a story on the nominee and their contributions.