

## Coversheet and Checklist

*This coversheet and checklist are designed to ensure the completeness of the file 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:	Unit 3 Sessional Lecturers Teaching Award
Name of nominee:	
Nominee’s Academic Department:	
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](mailto:utscteachingawards@utsc.utoronto.ca) by **Friday, May 3, 2024, at 5 pm.**

### Nomination Package Checklist – Unit 3 Sessional Instructors Teaching Award

	Yes
Completed Checklist/Coversheet	
a. Table of Contents	
b. Updated Curriculum Vitae	
c. Nomination Letter (Maximum 500 words)	
d. Letters of Support (Maximum 250 words each, Maximum 3 letters)	
e. Summary of Nominee’s Teaching Responsibilities	
f. Evidence of Outstanding Classroom Teaching (Maximum 35 Pages)	
g. Course Evaluations (full PDF reports taught at UTSC within the relevant two-year period)	

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.