

OUTSTANDING TEACHING ASSISTANT AWARDS 2019 - 2020

Guidelines and Procedures

Committee on Outstanding Teaching Assistants
Academic Senate
University of California, Santa Barbara



Purpose of the Award

Teaching assistants play a vital role enhancing the teaching mission of the University. The Outstanding Teaching Assistant Awards recognize the contributions of graduate students to the teaching and learning process of UC Santa Barbara.

This awards program was initiated to encourage and reward excellence in teaching on the Santa Barbara campus. Outstanding Teaching Assistant Award recipients receive a cash award of \$1,000 and a framed certificate.

Eligibility

- Nominees must have been a Teaching Assistant at UCSB for a minimum of three academic quarters in the last five academic years, current quarter included.
- Nominations must be based solely upon responsibility as a **Teaching Assistant**.
- Nominees must be individuals, not teams.
- Previous award recipients and current members of the Committee on Outstanding Teaching Assistants are not eligible.

Criteria for Teaching Excellence

- Documented excellence in teaching and the qualities that distinguish this nominee from others.
- Evidence of creativity, innovative teaching efforts and extra effort in improving classes and teaching effectiveness.
- The nominee's rapport with students, availability and willingness to hold special help sessions, efforts to stimulate independent critical thinking and demonstration of excellence in teaching.

Stage 1: Call for Nominations

Any member of the UCSB community may make nominations for the Outstanding Teaching Assistant Awards: an individual student, faculty member, department or program, instructional unit or student organization. The initial nomination should include a statement of 200-500 words, which may be included as one of the letters of support.

DEADLINE FOR NOMINATIONS

Nominations must be submitted online (<https://senate.ucsb.edu/~awards>) by **5:00pm on January 2, 2020.**

NOMINEE NOTIFICATION

All eligible nominees will be notified of their nomination for the Outstanding Teaching Assistant Award by email by **January 6, 2020.**

Stage 2: Nominee Documentation

To be considered for an Outstanding Teaching Assistant Award, nominees must submit the following items:

- Three letters of support from current students or students who have graduated in the last three years. ***Do not submit more than three letters.***
- Two to three letters of support from faculty. ***Do not submit more than three letters.***
- A list of courses for which you were/are the teaching assistant
- A Teaching Assistant 5-year History Report of student evaluations of teaching (summarized ESCI data)
- A brief curriculum vitae (1 to 3 pages)
- A reflective statement of nominee's teaching philosophy. The statement should address teaching goals, objectives and experiences. **There is a 2-page maximum — document must be double-spaced using 11-point font (Times New Roman) with 1-inch margins.**
- **Please submit ONLY materials requested in the nominee documentation list above.** Do not submit written student evaluations or any extra materials.

SUBMISSION OF NOMINEE PACKET

All materials should be submitted in electronic format, through the link provided on the secure Academic Senate website (<https://senate.ucsb.edu/~awards>). Documents may be either in PDF or *Word* format.

DEADLINE FOR NOMINEE PACKET

All materials for the nominee packet must be submitted (uploaded to the website) by **5:00pm** on **February 5, 2020**.

Late or incomplete nominee packets, as well as packets that do not follow the nominee documentation guidelines, will not be accepted.

AWARD NOTIFICATION

Outstanding Teaching Assistant Award recipients will be notified in person by members of the Committee on Outstanding Teaching Assistant Awards beginning the week of **March 30, 2020**. Nominees who were not selected for an award will be notified by email by **April 17, 2020**.

AWARDS RECOGNITION

Award recipients will be honored at a public ceremony and reception at the April meeting of the Faculty Legislature to recognize their achievements.

Key Dates

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| • Deadline for nominations | January 2, 2020 |
| • Eligible nominees notified via email | January 6, 2020 |
| • Deadline for nominee packets | February 5, 2020 |
| • Recipient notifications | March 30 – April 10, 2020 |
| • Non-recipient notifications via email | April 17, 2020 |
| • Award recognitions, Faculty Legislature | April 30, 2020 |

Outstanding Teaching Assistant Awards Frequently Asked Questions

1. Can I nominate myself for the award?

We do not accept self-nominations for the Outstanding Teaching Assistant award. Nominations for all awards may be made by any member(s) of the UCSB community: an individual student, faculty member, academic department, instructional unit, or student organization.

2. I would like to know who nominated me so I can thank them, can you please tell me?

In order to protect the privacy of the nominator, and to prevent possible conflicts of interest during the award term, we do not release the names of the individuals who submitted nominations.

3. What are ESCI Survey Statistics and the 5-year ESCI Instructor Summary Reports?

At the end of each quarter, students submit instructor and course evaluations by filling out ESCI response forms. The Office of Instructional Development processes the results of instructor and course evaluations for each course, compiling them into quarterly Summary Statistics. A 5-year ESCI Instructor Summary Report is a compilation of student evaluation data for the past five academic years.

4. Should I submit all of my individual ESCI Survey Statistics for courses that I have taught?

The ESCI Office will provide a 5-year ESCI Instructor Summary report, in the form of a PDF, with all of the necessary ESCI data to be included in your nomination documentation packet. **Please do not include any additional ESCI reports, data or open-ended comments.**

5. Where can I obtain my 5-year ESCI Instructor Summary Report?

Please contact the ESCI Office to request your 5-year ESCI Instructor Summary Report.

Email: esci@id.ucsb.edu | Telephone: (805) 893-4278 | Location: 1124 Kerr Hall

*Please note the turnaround time for ESCI report requests may take up to 5-7 business days.

6. How many quarters of ESCI summaries should I submit?

The ESCI Teaching Assistant 5-year Summary Report will provide an overview of student evaluations for the past 5 academic years. You will be considered for the Outstanding Teaching Assistant Award so long as you have taught at least three quarters during that time frame; the TA 5-year History Report will automatically generate the required data.

7. Can I submit a summary of all of my ESCI scores in Word or Excel format?

Please submit only the 5-year ESCI Instructor Summary Report in the format generated by Instructional Development.

8. What if my department does not collect ESCI data? Can I still be considered for the award?

If your department does not provide ESCI data, please notify us by email:

awards@senate.ucsb.edu

9. Does the question regarding quarters taught at UCSB include summer quarter?

Yes, this includes summer quarter.

10. How do I submit my nominee materials packet?

Instructions on uploading nominee materials will be emailed to each eligible nominee. Nominees will need to visit the Senate awards page (<https://senate.ucsb.edu/~awards>), which will require you to log on using your UCSB *netID*. All materials should be uploaded (in either PDF or *Word* format) by the deadline: 5:00pm on February 12, 2019. If you have any technical difficulties with the system, please contact: help@senate.ucsb.edu.

11. I do not have time to compile the required materials for the deadline. Can I turn in my packet after the deadline?

In fairness to all participants, we cannot accept packets or portions thereof after the deadline or grant deadline extensions. To make exceptions for one participant would raise serious concerns about equity in the program, and the fairest practice is to hold all participants to the same policy. Any materials submitted after the deadline will be evaluated at the discretion of the awards committee.

12. I have more than three letters of support; may I include them all in my packet?

Please DO NOT submit more than three faculty letters of support or three student letters of support. Only three letters from each category will be reviewed.

13. What are the guidelines for the letters of support?

There are no specific guidelines for writing letters of support. Nominees may want to refer to the “Criteria for teaching excellence” which is used as a basis for evaluation.

14. To ensure confidentiality, can my letters of support be submitted directly by my references?

Yes. If any of your references prefers to keep their letter confidential, they may submit it directly to the Academic Senate. The letter should be emailed to: awards@senate.ucsb.edu with your name in the subject line.

15. Can I submit my letters of support in person at the Academic Senate office?

No. Letters of support should be uploaded with your packet as explained above. However, if there are extenuating circumstances that would prevent you from being able to comply with this request, then please contact our office at: awards@senate.ucsb.edu.

16. Two of my students submitted their letters of support in the body of emails. Do I need to print the emails and have the students come in to sign them, or can I just forward the emails to you?

As long as the emails contain headers (the To, From, Date, Subject) we will accept emails that have been printed as PDFs. We need to be able to verify that the emails came from a specific person.

17. Do the students who write letters have to be currently enrolled at UCSB, or can they be alumni?

Students submitting letters must either be currently enrolled at UCSB or have graduated at any time in the past 3 academic years.

18. Should I include courses which I am teaching this quarter in my list of courses?

Yes, please include the courses which you are currently teaching.

19. Should I list all of the courses I have taught, or just those for the past three quarters?

The list of courses should include all of the classes you have taught.

20. How should I present my materials? May I submit them in a binder, report cover, or portfolio?

No, please do not place your materials in a binder, report cover, or portfolio. All materials should be submitted by uploading them to the Academic Senate webpage (see above).

21. Are there any length guidelines or chronological guidelines for the curriculum vitae?

The curriculum vitae should be brief, approximately 2-3 pages. There are no chronological guidelines.

22. Who chooses the recipients of the Outstanding Teaching Assistant Award?

The Outstanding Teaching Assistant award recipients are selected by a committee comprised of representatives from the Academic Senate Graduate Council and Council on Faculty Issues & Awards, as well as past recipients of the Outstanding Teaching Assistant Award.

23. When will the award recipients be notified? Will I be notified if I do not win the award?

For the Distinguished Teaching and Outstanding Teaching Assistant Awards, both the recipients and non-recipients will be notified no later than April 16, 2019.

24. I was not chosen for the award and I would like to know why. With whom may I speak?

Please email your concerns to awards@senate.ucsb.edu, and they will be reviewed by the appropriate Committee Chair. Unfortunately, due to the volume of award nominations, individual feedback on nominee packets is not possible.