Can I nominate myself for the award?
Self-nominations are not accepted. Nominations for all awards may be made by any current member of the UCSB community: an individual student, faculty or staff member.

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

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.

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.

Where can I obtain my 5-year ESCI Instructor Summary Report?
Please contact the ESCI Office at esci@id.ucsb.edu to request your 5-year ESCI Instructor Summary Report. *Please note the turnaround time for ESCI report requests may take up to 5-7 business days. Nominees are advised to contact the ESCI Office early in the process.

How many quarters of ESCI summaries should I submit?
The 5-year ESCI Instructor Summary Report will provide an overview of student evaluations for the past 5 academic years. You may still be considered for the Distinguished Teaching Award so long as you have taught at least nine quarters during
the past five academic years; the 5-year ESCI Instructor Summary Report will automatically generate the required data.

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.

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

Does the question regarding quarters taught at UCSB include summer quarter?
Yes, this includes summer quarter.

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 4, 2022. If you have any technical difficulties with the system, please contact awards@senate.ucsb.edu.

I can’t compile the required materials by the deadline. Can I turn in my packet after the deadline?
In fairness to all participants, we will not 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 received after the deadline will be evaluated at the discretion of the committee chair.

I have more than three letters of support. Can I include them all in my packet?
Please DO NOT submit more than three letters of support. Only three letters will be reviewed. If more than three letters are received, you will be contacted to choose which three to be reviewed.

What are the guidelines for the letters of support?
Letters of support should be written by individuals, not groups. There are no specific guidelines for the content of the letters. Nominees may refer to the “Criteria considered for Teaching Excellence” which is used as a basis for evaluation.

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.

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.

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.

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 in the past 3 academic years.

I TA’d for a professor at a different university. Can they write a letter of recommendation for me?
No. Because this award is to recognize Outstanding Teaching Assistants at UCSB, the letters should be written by instructors of classes offered at UCSB.

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.

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.
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).

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.

I was not chosen for the award and I would like to know why. Who can I speak with?
Please email your concerns to awards@senate.ucsb.edu, and they will be reviewed by the Committee Chair. Unfortunately, due to the volume of award nominations, individual feedback on nominee packets is not possible.