

# REGENTS' AWARDS GUIDANCE DOCUMENT

## Preparing a Successful Application for the NSHE Regents' Teaching Awards

The university supports successful applications for the NSHE Regents' Awards and offers the following tips and sample application documents to assist faculty as they apply for these awards.

Applicants should carefully review all instructions, qualifications, and application package requirements. Be sure to include and/or address each item requested. The application package must include the following documents in this order:

1. Nomination form
2. Table of contents
3. Nomination letter
4. Letters of support
5. Curriculum vitae
6. Supplemental materials
7. Biography

All documents should be combined into one PDF application package prior to submission. This enables you to order documents appropriately and reduce the likelihood of errors. It also streamlines reviewers' efforts to identify each component of the application.

- Please use the following format for the file name:  
**UNLV - [Year] Teaching - [Tenured/TT or Non-Tenured/Non-TT] - First Last.pdf**

For guidance on the appearance of these documents and for templates, please review the award's webpage.

## Components of the Application

### Nomination Letter

- The nomination letter must be written by an NSHE employee or student.
- The nomination letter should comprehensively address how the nominee has achieved and maintained a significant record of excellence in teaching. Rather than listing the nominee's qualifications, a successful nomination letter will provide evidence of the nominee going above and beyond and include notable student outcomes driven by the nominee. The letter should provide evidence and outcomes (if available) for the following points:
  - Ability to communicate effectively with students, impart knowledge, and/or develop skills in a manner that excites students' interest in the subject matter as well as students' interest in furthering their educational aspirations.
  - Enthusiasm for assessing, revising, and updating instructional methods, materials, and technologies.
    - Willingness to create innovative instructional activities using varied approaches, materials, or technologies.
    - Consistent effort to create active learning and participation in the classroom.
    - Consistent effort to create learning tasks/activities that encourage critical thinking/reasoning skills.
  - Eagerness to be accessible to all students and to provide students with accurate advisement and appropriate referrals to other campus departments or other NSHE institutions.
- The letter should use language that will be understood by reviewers from other disciplines (i.e., writing for the intelligent layperson).
- The letter should appear on campus letterhead, use one-inch margins, and be addressed as follows:

**TO:** Selection Committee, Regents' Teaching Award

**FROM:** Name of letter writer and title

**DATE:** Date when the nomination letter was composed (Month Day, Year)

**RE:** Nomination of (nominee name) for Regents' Teaching Award

## Letters of Support

- Nominees must submit no more than three letters of support. Letters should appear on campus letterhead, use one-inch margins, and be addressed as follows:
  - TO:** Selection Committee, Regents' Teaching Award
  - FROM:** Name of letter writer and title
  - DATE:** Date when the nomination letter was composed (Month Day, Year)
  - RE:** Letter of Support for (nominee name) - Regents' Teaching Award
- Letters of support should come from individuals best positioned to affirm the excellence of the nominee's teaching and their impact on student learning.
  - Letters should provide specific examples of the nominee's skills, quality of work, and impact, rather than generalized praise.

## Supplemental Materials

- The following supplementary materials are required by NSHE. Please note the maximum number of items that may be included for each category. Any materials submitted should be clearly labeled and include a brief description of the item. Include only the highest quality and most impactful examples/materials.
  - Teaching Statement (200 words) that aligns with the supplemental materials
    - Innovation
    - Student engagement
    - inclusive/equitable classroom practices
  - Peer self-evaluations and/or evaluations by the nominee's supervisor or dean (maximum 3).
  - A summary of student teaching evaluations for no more than three classes. [A sample is available here.](#)
  - Examples (reprints or copies) of significant works that are representative of the nominee's teaching accomplishments (maximum 3).
    - For each example, include a brief summary of how the document demonstrates the nominee's work to address challenges and/or provide outstanding educational experiences for students.
    - Examples may include course outlines/syllabi, samples of course handouts, exercises the nominee has developed, distance education materials, videotapes developed by the nominee, and samples of exams.
  - Names and addresses of up to five persons, including students, whom the Selection Committee may contact regarding the nominee's effectiveness, achievements, or abilities as a teacher.

## Biography

- The nominee's biography should be one-half page in length and be formatted on campus letterhead.

Biographies should be written in the third person and begin with information about yourself. They should also include concise information about your academic and professional work/accomplishments.