CHECKLIST
for UNLV Foundation Teaching Awards and
NSHE Regents’ Teaching Awards

O **Curriculum vitae**: Applicant’s current curriculum vitae

O **Annual Evaluations**: Up to three recent annual evaluations by the applicant’s supervisor

O **Student Evaluation of Teaching Summary**: Summary of student evaluation data including
  - a copy of the evaluation form(s) used
  - a table [see example](#) summarizing student evaluation data from up to three courses offered in the past four semesters, including:
    - course number
    - academic year
    - academic semester
    - number of students enrolled in the course
    - number of completed evaluations
    - mean student grade in the course
    - mean score from the evaluation form’s overall teaching rating item
    - mean score from any additional overall teaching rating item from the evaluation form

O **Evidence of Teaching Accomplishments**: Up to three examples representative of the applicant’s teaching accomplishments. Each example must be accompanied by a written statement of 150-200 words that indicates how the example provides evidence of one or more of the following:
  - the applicant’s goals in the areas of instruction and student access and how s/he has assessed progress toward these goals
  - the applicant’s achievements in fostering UNLV students’ mastery of particular learning objectives
  - how the applicant has addressed a significant challenge in her/his instruction at UNLV
  - how the applicant’s approach to instruction and student success has evolved in her/his time at UNLV.

(Examples include, but are not limited to, course outlines/syllabi, course handouts, exercises/activities the candidate has developed, exams or assignments, distance education materials, videotapes developed by the candidate, peer evaluations of teaching, video recordings of teaching, white papers or publications on teaching/learning in the candidate’s discipline, other evidence of the candidate’s research on teaching/learning in his/her discipline.)
**Recommenders:** Names and address of up to five persons, including students, whom the selection committee may contact regarding the candidate’s effectiveness, achievements, or abilities as a teacher.

**Letters of support:** Up to four letters of support, including a nomination letter from a NSHE employee or student, that speak to the nominee’s effectiveness, achievements, or abilities as a teacher from persons such as the department chair/unit director, department/unit colleagues, administrators, colleagues from other campus departments/units, employers or business/industry leaders, private or government agencies, and students or student body government representatives. Letters should address:

- how the candidate accomplished a significant record of excellence in teaching that brought recognition to his or her institution
- clear evidence of the candidate’s 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.
- clear evidence of the candidate’s enthusiasm for assessing, revising, and updating instructional methods, materials and technologies; a willingness to attempt and revise innovative instructional activities through varied approaches, methods, materials, or technologies in an effort to create ongoing participatory/active learning in the classroom and move the state of instruction in a field to a new level or in new directions; and a recurring effort to create learning tasks (assignments, exercises, and/or exams) that encourage critical thinking/reasoning skills.
- clear evidence of the candidate’s eagerness to be accessible to all students and to provide students with accurate advisement and appropriate referrals to other campus departments or to other NSHE institutions.