# Undergraduate Teaching Assistants Award

**Deadline for nominations: Friday, April 21, 2023, at 5 p.m.**

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**I.     Information about the Award**

Up to three awards are offered per year in this category.

The list of past recipients can be found at [https://www.utsc.utoronto.ca/ctl/utsc-teaching-awards](https://www.utsc.utoronto.ca/ctl/utsc-teaching-awards).

**II.     Eligibility**

This award has been established for Undergraduate Teaching Assistants (TAs) in CUPE 3902 Unit 1 who have served in a Teaching Assistant (TA) role at UTSC, including in at least one of the terms of the current academic year (Summer, Fall, Winter).

c.                          : Providing additional clarification and new examples to illustrate key concepts.

d.                   : Enabling students to feel comfortable asking questions and taking intellectual risks in labs/tutorials.

e.              : Contributing to the development of original curriculum material to support the instructor's course goals and learning outcomes.

It is important to note that TAs should not be encouraged to overwork; awards are intended for TAs who work effectively within the hours of work they are allocated.

## V. Nomination Package

The nomination package should be organized in a single PDF file using the following headings in this order:

a. Nomination Letter (maximum 500 words, double spaced, 12 pt. font, evidence may be listed in point form)

The nomination letter must be written on university letterhead by a member of the UTSC community who is aware of the nominee's work as a TA. TAs cannot self-nominate, but are welcome to initiate a discussion with a potential nominator.

If the nominator is not the course instructor or academic supervisor to whom the nominee reports, then the nomination letter needs to be accompanied by a letter of support from the relevant course instructor or academic supervisor, also on university letterhead.

The nomination letter must include:

- The course code, title, and approximate enrolment number for the course(s) for which the nominee is being nominated.

- An inventory of the nominee's key contributions to the course(s)

b. Letters of Support (maximum 250 words each, double spaced, 12 pt. font, evidence may be listed in point form)