

TEACHING AWARDS SUBMISSION GUIDE 2021

Center for Teaching and Learning

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Please read

Each nominee has a designated Google folder available only to them and associated with their UW NetID. Nominees have “Content Manager” access. Note: if the nominee is submitting materials from China, they use an alternative submission method that does not use Google products. (Please find instructions for the alternative submission method below, under “Non-Google Submissions.”) **Materials must be uploaded or submitted by Wednesday, January 20, 2021 at 5:00 p.m. PST.** We don’t accept late submissions.

Permissions to access the folder will not be granted to any other associated accounts or persons. All documents within the folder must be appropriately named (i.e. Student letter from Harry Husky; Faculty letter from Donald Duck).

Links for reference

- Checklist for required materials: <https://bit.ly/awardmaterials>
- Awards cycle timeline: <https://bit.ly/2HYHPed>
- Frequently asked questions: <https://bit.ly/3moNBVk>

SUBMITTING FILES USING GOOGLE

Accessing your UW Google folder

- Find the email you received from dta@uw.edu, subject heading: “Congratulations on Your Teaching Award Nomination!”
- In the email, go to “How to submit materials” & click on the bulleted link
- Login with your UW NetID
 - Open the link in a private browser or search engine. Sometimes, when people are unable to open the link, it’s because they’re logged into a personal email account.
 - Visit [UW Google G Suite information](#) for UW Google-related questions
 - For technical assistance, email help@uw.edu

Folder contents and labeling materials

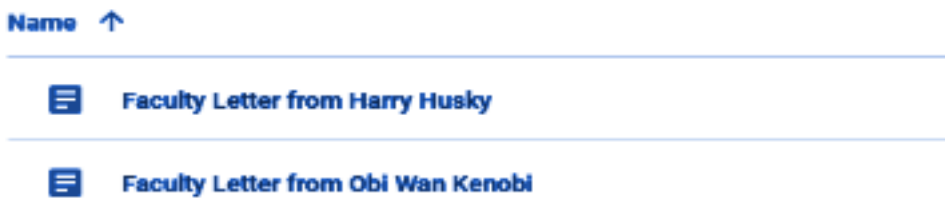
Your awards folder contains subfolders named for the documents they must contain.

Image 1: What you'll see in your folder



Please upload each document to the corresponding folder, naming each accordingly and to the folder.

Image 2: Correctly named materials



NON-GOOGLE SUBMISSIONS

Teaching award nominees currently located in China may submit their materials as **one complete PDF**. The required materials and page limitations can be found here: <https://bit.ly/awardmaterials>. The PDF packet must clearly identified with the award and nominee's name (i.e. DTA-Hans-Solo). We won't accept documents that are submitted independently: only in one single PDF.

The PDF file must be organized as follows when submitted:

- Cover sheet: Awards checklist
- Nomination Summary Form
- Student Supporting Letters
- Faculty or Staff Supporting Letters
- Abbreviated Curriculum Vitae
- Teaching Philosophy Statement
- Evidence of Excellence
- List of courses taught
- Course evaluations