

Graduate Associate Teaching Award Submission Guidelines—2012

Award Process

- Nominations for the Graduate Associate Teaching Award (GATA) are solicited from students, peers, faculty and staff. A graduate student can also nominate him/herself for this award. Eligible nominees will be notified by the Graduate School. Eligible nominees who wish to compete must prepare a GATA application portfolio for review by the GATA selection committee
- The selection committee is comprised of the Graduate School's Award Committee, undergraduate honors students, Council of Graduate Student representatives, previous GATA winners, and faculty Distinguished Teaching Award winners. The committee reviews all submissions and selects up to ten award recipients.
- The GATA winners will be formally recognized at the Graduate School Awards Reception.

Eligibility

- An eligible nominee must have been appointed as a Graduate Teaching Associate (GTA) and must have taught at least one (1) full quarter as a Graduate Teaching Associate (GTA). Nominees may be from any graduate program or department. The GATA Awards Committee recognizes that the range of responsibilities and activities undertaken by GTAs are dependent upon the context in which they teach.
- The nominee must have met the requirements for holding a "Graduate Associate" appointment during the quarters he or she taught as a GTA. (See the [Graduate School Handbook: www.gradsch.osu.edu](http://www.gradsch.osu.edu)) The nominee must be a current student and must have a GPA of 3.0 or better at the time of nomination.
- Previous GATA award winners are not eligible.

Selection Criteria

Each nominee's application portfolio will be reviewed holistically by the GATA selection committee to evaluate the nominee's ability to facilitate student learning and to reflect upon, evaluate, and improve his or her own teaching. The committee will be looking for evidence of the following:

- Evidence that the nominee excels in the context of and responsibilities associated with his or her GTA appointment
- Use of varied teaching techniques appropriate to course content and students
- Superior organizational skills in relation to course development and management
- Ability to stimulate thinking and develop understanding among students
- Excellent knowledge of and enthusiasm for course subject matter
- Resourcefulness in presenting course material
- Willingness and ability to solicit and reflect on feedback about teaching and to implement changes for improvement
- Ability to demonstrate that their courses resulted in significant student learning

GATA Application Portfolio (Please submit in this order.)

The components of the GATA Application Portfolio reflect the materials that are typically part of an academic teaching portfolio. Applicants who have already prepared teaching portfolios are encouraged to revise those materials for the purposes of the GATA competition.

1. **Applicant Information Sheet**
2. **Teaching Statement.** Provide a reflective statement about your teaching and your personal teaching goals. Why do you teach the way that you do? What specific things do you do to implement your beliefs about teaching? How do your teaching techniques or approaches help your students learn? Describe any active steps you have taken to further your development as a teacher. (1-2 pages)
3. **Description of Teaching Responsibilities.** List and briefly describe a representative selection of courses you have taught at Ohio State. Include your specific duties (grading, lesson planning, test design, etc.) (1-2 pages)
4. **Instructional Materials.** This part of the application portfolio is intended to give the selection committee a concrete example of the materials you prepare and use in your teaching and how these materials aid in student learning and illustrate your abilities as a teacher. (1 example, with a short (1-page maximum) explanation.)
 - Example: Submit one example of instructional material that you have designed or to which you have made a significant contribution. This example is meant to be a sample of the materials you develop and use in your teaching. Other possibilities include (but are not limited to) a syllabus, lab assignment or pre-lab notes, lesson plan, homework assignment, classroom activity, quiz, or test.
 - The explanation should be presented before the example. The explanation should describe the example and address why you designed the material as you did. For instance, what did you hope to accomplish in developing this material? How would you change the instructional material to improve it?
 - Original materials or copies of original materials do not need to conform to the paper, margin, and font guidelines outlined below for the GATA portfolio. Examples of excessive length or awkward size can be difficult to evaluate, however, so when choosing an example for submission, consider whether or not you may be able to provide a representative and understandable excerpt.
5. **Evaluative Feedback and Summary (Two parts)**

Part One: Discuss and summarize the qualitative and quantitative feedback on your teaching that you have collected from students, colleagues, and supervisors. Such feedback may include student evaluations (SEIs) and/or department qualitative forms, mid-quarter feedback surveys, or other data that you use to evaluate your teaching effectiveness. Describe any adjustments or improvements that you have made in your teaching in response to this feedback. (1-2 pages)

Part Two: Provide the following: 1) A copy of your Student Evaluation of Instruction (SEI) for one course OR a representative sample of student evaluations (3 individual student evaluations, maximum) in response to a personal or departmental evaluation instrument and 2) A summary of your overall SEI scores, if available.

6. Letters of Recommendation.

- **Required:** One letter of recommendation from a faculty member or full-time departmental staff member who is familiar with your teaching. This letter cannot be from a graduate student, even if that graduate student has a working title such as GTA coordinator. In such cases, you should identify the faculty member who oversees the teaching program. That faculty member can be encouraged to consult with the graduate student or administrator serving in a peer supervisor role. Note: The best recommendations typically come from faculty or administrators who have observed your teaching.
- **Optional:** One letter of recommendation from a student who has had a course with you as his or her GTA.

Six copies of each letter must be submitted in one sealed envelope along with your other application materials. Letters must be received by the application deadline. If we receive more than one letter from a faculty member/TA administrator or from a student, only the first letter received in each category will be included in the Award Committee's packet.

Format Specifications

All materials created by nominees for their GATA portfolios must conform to the following guidelines:

- 8.5 x 11" white paper.
- One inch margins on the top, bottom, right side, and left side.
- Single-spaced or double-spaced, and typed in Arial or Times New Roman font (10, 11, or 12 point).
- All pages must have a right-justified header with your last name and the page number.
- NO title pages, tables of contents, section inserts, cover letters, or other extra pages are allowed. Such materials will be removed.
- Do not put materials in binders, folders or the like. Packets must be paper clipped.
- 6 complete copies of the portfolio must be submitted.

Deadline for Portfolio Submission 5:00 p.m., Monday February 13, 2012

Please submit your completed GATA portfolio to
Graduate School, Attn: Karen Mayer
250 University Hall, 230 North Oval Mall, CAMPUS
(614.247-7300 mayer.113@osu.edu)