

**Teaching Excellence Awards**  
***Finalist Guidelines, Group***  
***Awards 2023-2024***

Deadline for submission of all materials to [TEA@uh.edu](mailto:TEA@uh.edu) is **Wednesday, February 1, 2024**.

Please submit the finalist packet containing the following items in the exact order presented below as a single PDF document file. The maximum file size is 20 mb. Submit the packet to [TEA@uh.edu](mailto:TEA@uh.edu)

***RE-SUBMIT COPIES OF THE FOLLOWING ITEMS FROM THE ORIGINAL NOMINATION PORTFOLIO:***

1. Nomination Form for Group Awards
2. Letter of Nomination
3. Description of the course(s) covered by the award
4. Statement of the group's activities and accomplishments
5. Two letters of recommendation describing the impact of the group on the award's objectives (One must be from a student; others may be from students, faculty, administrators or alumni.)
6. Curriculum vitae of all group members highlighting their contributions to the project
7. Description of why these courses were grouped and what are the targeted student outcomes as the group defines them. In addition, provide an overview of the triggers that motivated the faculty group to collaborate through this group of courses
8. Description of what activities were implemented to achieve targeted student outcomes and what were the results. In addition, clearly state what teaching methods and/or teaching innovations were used. Note that alignment among triggers, objectives, teaching methods, activities and outcomes will be reviewed. Quantitative and/or qualitative data must be included to support your results.

**NEW ITEMS TO INCLUDE:**

9. Four new letters of recommendation. The total of 6 letters should include at least one from an administrator, two from students, and one from a faculty member
10. Teaching evaluations for the relevant course(s) over at least the last 3 years
11. Summary of grade distributions over at least the last 3 years
12. Other evidence, including (but not limited to) syllabi, course materials including those on line, longitudinal data on the course(s), description of student accomplishments and student success, publications, and internal and external grants related to the group's project
13. A schedule of Spring 2023 class sections related to the award.

**Applications that do not follow these guidelines may not be considered.**

**Nomination deadline: Thursday, February 1, 2024**

**Submit final nomination packet to [TEA@uh.edu](mailto:TEA@uh.edu)**

***Formatting requirements - Nomination package and all associated materials must include font type of Times New Roman or Calibri, font size of 12, with a 1" header, footer, and margins***