



Nominations must be submitted electronically as a PDF document. Please create a single PDF document (labeled with the LAST NAME, FIRST NAME of the nominee) and containing items as outlined below and in the exact order. The maximum file size is 20mb. Email the PDF to [TEA@uh.edu](mailto:TEA@uh.edu).

**Please submit materials as a single PDF document in the following order:**

1. Nomination Form for Group Awards (this form)
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 awards 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 describe 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 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.

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

**Nomination deadline: Monday, November 9, 2020**

***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*