

2025-26 COLLEGIATE TEACHING AWARD NOMINATION INSTRUCTIONS

Eligibility and Criteria

Eligibility for Collegiate Teaching Award

- Departments may submit one nomination each year; DEOs can encourage self-nominations and be clear to faculty about the details of any process that is used for departmental selection.
- We expect to award up to six Collegiate Teaching Awards in 2025-2026
- Nominee must:
 - Hold a minimum 50% appointment in CLAS on the tenure-track, clinical-track, and instructional-track.
 - Have taught in CLAS for a minimum of 8 semesters at the time of nomination.
 - Not have won the CLAS CTA previously, but previous nominees are eligible.

Criteria for Collegiate Teaching Award

Nominees should demonstrate:

- **a sustained record of teaching excellence in and out of the classroom.**
- **a commitment to teaching practices and activities that enhance student learning.**
- **breadth and depth of high-impact teaching contributions.** Examples include (but are not limited to): student mentoring, collaborating with students on research or creative work, co-curricular teaching, development of service learning or community-based opportunities for students, development or revision of courses, departmental or program leadership in curricular or teaching-related projects, innovation in teaching, presentation of teaching activities at workshops and conferences. Contributions can occur inside or outside of the department or program.
- **a meaningful, reflective, and evolving approach to teaching and learning.**

Nomination Submission

Please submit your **collated nomination materials** in a **single bookmarked pdf** in the **following order** to Jennifer Bertrand (jennifer-bertrand@uiowa.edu) by **Wednesday, March 4, 2026**.

Additional details for each item are provided below:

1. [Cover page](#)
2. 1 page summary of courses taught during the previous 8 semesters using [template](#)
3. Statement of Teaching Excellence
4. 5 letters of support
 - a. 2 from faculty (one from DEO)
 - b. 3 from students

Additional Details

1. [Cover Page](#)

The nominee should sign the cover page to indicate permission to release the information contained in the application and the DEO should sign the cover page to indicate that the nomination is complete and that the DEO endorses it.

2. **A summary of courses taught during the previous 8 semesters** (course information, brief description, student level, and class size) [using the provided 1 page template](#).

3. **Statement of Teaching Excellence (no more than 3 pages)**

Nominees should put together a statement that is no more than 3 pages long that addresses the four award criteria and provides specific examples/demonstrations of how the candidate has been able to meet each of the four criteria.

A summary of the award criteria is as follows:

- **a sustained record of teaching excellence in and out of the classroom.**
- **a commitment to teaching practices and activities that enhance student learning.**
- **breadth and depth of high-impact teaching contributions.**
- **a meaningful, reflective, and evolving approach to teaching and learning.**

4. **Letters of Support**

All letters should be dated and have signatures attached (either electronic or scanned).

Two letters of support from faculty (2 pages/letter):

- One letter must be from a DEO of a department of appointment for the nominee
- The letters should include a description of how the nominee meets award criteria outlined earlier in this document. Additionally, these types of prompts can be helpful in writing the letters if appropriate/relevant:
 - How do this nominee's teaching practices enhance student learning and student development?
 - How has this nominee's teaching efforts contributed to the delivery of the departmental or program curriculum?

Three letters of support from students (1 page/letter):

- The letters of support from students can be from current or previous students.
- It is helpful for students to first introduce themselves (undergraduate student, major or graduate student and area of study, or graduate of the institution and what they are doing now) and describe how they know the nominee.
- The most compelling letters of support from students convey specific actions that the nominee has taken to enhance teaching and learning based on their own situation and circumstances. Nearly all student letters speak to the enthusiasm and commitment of nominees in general ways, but letters that stand out tend to be specific.