



**Dean's Outstanding Graduate Student Teaching Award Cover Page  
Spring 2019 Competition**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Student ID Number: N\_\_\_\_\_

E-mail: \_\_\_\_\_

Department: \_\_\_\_\_

Projected Date of Degree (*May/September/January + Year*): \_\_\_\_\_

Director of Graduate Studies: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Reference \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **Dean's Outstanding Graduate Student Teaching Award Checklist (Must be submitted in this order)**

1. Cover Page
2. Curriculum vitae (c.v.)
  - Header format: *Student Last Name, First Name, Department, N-Number*
3. Teaching Statement
  - 1 page, double-spaced, 12 point Times New Roman, 1 inch margins
  - Header format: *Student Last Name, First Name, Department, N-Number*
  - Summarizes the nominee's teaching experience and philosophy
4. Teaching Evaluations
  - Departments may submit departmental or school evaluations (no more than 5) for courses taught by the nominated student; please number appropriately. Evaluations should be grouped by course(s) taught by the student. Each grouping should have a brief introductory summary that details the course number, course title, semester course given, professor and department the course is under, level of the course, i.e. undergraduate or graduate, number of students enrolled, description of the course, whether the course was part of required curriculum or elective, etc.
5. Unsolicited Student Testimonials
  - Unsolicited written student testimonials, if any (no more than 5).
6. NYU Transcript
  - Unofficial transcripts can be viewed and printed from Albert. Navigate to the "My Academics" section of the Student Center to generate. Select "View my unofficial transcript" from the drop-down bar and be sure your pop-up blocker is off on your browser.
7. One Letter of Reference
  - Should be from a professor whose course the student has taught.
  - The reference writer should submit his/her signed letter of reference to the applicant's department administrator in PDF format. (**Note:** Be aware of your department's internal deadline when communicating with your letter writer. This is particularly important as the completed application must be scanned by your Department Administrator before being submitted to the Office of Academic and Student Affairs.)
  - Should assess the general quality of applicant's teaching ability and expected contribution to the field.

## **Dean's Outstanding Graduate Student Teaching Award Terms and Conditions**

- Awards valued at \$1,000 to recognize outstanding teaching by graduate students in the Humanities, Sciences, and Social Sciences; one award is typically given in each division.
- Applicants must have a minimum grade point average of 3.3
- Applicants must have successfully completed two-thirds of credits required by date of award (courses with I, NR, W, and F grades are not considered successfully completed).
- Applicants must meet the GSAS policy requirements for time-to-degree.
- Applicants must be within seven years of their first term of enrollment in the doctoral program\*
- Departments must verify these requirements for each applicant.

\* Eligibility beyond seven years may be extended on an exception basis, consistent with the Graduate School's normal review of financial aid eligibility. The common reasons for extension are (a) time off for an official leave of absence; (b) up to four semesters of fieldwork, if the field work occurred within the first seven years of enrollment and the student did not receive a GSAS or other institutional stipend for the semester(s); and (c) exceptional academic circumstances that are beyond the student's control (e.g., the academic advisor left; serious illness).