

## UNIVERSITY TEACHING AWARDS ELIGIBILITY CHECKLIST

The undersigned has been **nominated** for the following University Teaching Award\*:

- University Undergraduate Teaching Award
- University Graduate Teaching Award
- University Distinguished Teacher Award

To qualify for a **University Teaching Award**, the nominee must:

- (1) hold a permanent, full-time faculty appointment in a tenured, tenure-track, or specialized faculty position with a full-time teaching assignment (i.e., no GTAs, TAs, Adjuncts);
- (2) have completed at least two full years of teaching at Florida State University;
- (3) have taught at least two courses in the year of the award (including summer term); and
- (4) have not received a university-wide teaching award during the last five years.

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To qualify for the **University Distinguished Teacher Award** the nominee must have received a university-wide teaching award at least five (5) years prior to the current academic year. If a nominee has received more than one teaching award, the five-year period starts with the date of the first award; that is, the nominee is eligible even if a second award was received during the last five years.

Prior Award(s) (type, date) \_\_\_\_\_

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Nominees for the University Distinguished Teacher Award who do not receive the award will be re-evaluated for an Undergraduate or Graduate Teaching Award. Check appropriate category\*:

- University Undergraduate Teaching Award
- University Graduate Teaching Award

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If available, what years has nominee ever been nominated? \_\_\_\_\_

If available, which years has a binder been submitted? \_\_\_\_\_

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The nominee and the chairperson (or dean, if appropriate) certify that the nominee fulfills the above minimum requirements for a teaching award.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Signature of Chair or Dean

\*Choice of Graduate or Undergraduate is determined by who nominated them, or in the case of nomination by evaluation, which type of class it was as shown on the Nominee list included with nomination letter.