President's Teaching Award (PTA): Coversheet and Checklist

The Nomination Brief will be assessed by the Selection Committee. This coversheet and checklist are designed to ensure completeness of the file and only used for administrative purposes.

Name of nominee:	
Nominee's academic unit(s):	
Nominee's academic title(s):	
Nominee's email address:	
Nominee's pronouns. This information is collected for letter writing purposes. Please note you can respond "prefer not to answer":	

Name of nominator:	
Nominator's academic unit(s):	
Nominator's academic title(s):	
Nominator's email address:	

Is this nomination a resubmission?	
Did you consult with any office(s) in preparation for this nomination? (Y/N)	
If yes, what office(s) did you consult with:	

Only the documents listed below should be submitted as part of your PTA nomination file. Please compile all of the documents in a single PDF file in the order indicated in the checklist. All submitted documents should use a standard 12-point font with one-inch margins.

The nomination file must *not* exceed **35 pages** (cover page and checklist, nomination brief, biographical notice, CV, and course evaluation data are *not* included in the page count). Included below are suggested page counts for each component of the nomination file; however, these are suggestions and please do compile the nomination file in accordance with the nominee's strengths and experiences. Please submit your nomination file to awards.provost@utoronto.ca by the nomination deadline March 24, 2025 at 11:59 p.m.

Section Number	Section Name	Suggested Length	Included in File Page Count?	Submitted
1	PTA Coversheet and Checklist	2-3 pages	No	☐
2	Table of Contents	1 page	No	☐
3	Introductory Material			
3.1	Nomination Brief	1 page maximum	No	☐
3.2	Short Biography of Candidate	1-2 pages	No	☐
4	Decanal Letter of Endorsement	1 page	Yes	☐
5	Nomination Letter	4-7 pages	Yes	☐
6	Educational Leadership			
6.1	Nominee's Statement on Educational Leadership	2 pages maximum	Yes	☐
6.2	Evidence of Educational Leadership	2-5 pages	Yes	☐
7	Teaching Excellence			
7.1	Teaching Responsibilities	1-2 pages	Yes	☐
7.2	Nominee's Statement of Teaching Philosophy	2 pages maximum	Yes	☐
7.3.1	Evidence of Teaching Excellence (narrative)	2-5 pages	Yes	☐
7.3.2	Evidence of Teaching Excellence (summary of course evaluation data)	Required, no page limit	No	☐
8	Educational Innovation			
8.1	Evidence of Innovation and Impact of Innovation	2-4 pages	Yes	☐
9	Letters of Support			
9.1	Letters of Support from Colleagues (2-3 letters)	1-2 pages per letter	Yes	☐
9.2	Letters of Support from Students (2-3 letters)	1-2 pages per letter	Yes	☐
10	Curriculum Vitae	Required, no page limit	No	☐