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Instructions to go with the nomination format Teacher Awards 2023

Dear student,

You are about to nominate, on behalf of your study association, a teacher for the 2023 Utrecht University Teacher Awards. The jury is looking forward to your reasons for nominating this particular teacher!

This format has been developed to help study associations put together a nomination that meets the requirements regarding form and content. Both the quality of the nomination and the oral presentation of the portfolio will determine the jury's choice of short-listed nominees and winners.

Requirements for the nomination

You have the freedom to shape this format to your liking (lay-out, colour) provided you observe the following:

- The portfolio is complete;
- The –fully completed– cover page is also the top page of the portfolio;
- The header of each page contains the name of the candidate and the award category;
- The footer of each page contains the page numbers;
- Where there is more than one option, you delete text that does not apply;
- All requirements on length, font style and size and line spacing are met.

Submission deadline

The submission deadline is **Friday 18 November 2022, 12:00h noon**. The nomination must be submitted electronically, in one PDF file via e-mail to cat@uu.nl. Mention the name of the teacher, category (Outstanding Teacher Award / Teacher Talent Award) and study association in the subject line. All nominations will be treated with strict confidentiality. Portfolios that are incomplete, exceed the word limit and/or do not meet the deadline will not be considered.

General tips

- Remember: all teachers that are nominated, are good. Arguments about enthusiasm and accessibility (f.i. the fact that a teacher is quick in his/her email response) are not that convincing to a jury;
- Back up your story by using lots of examples;
- Try not to repeat yourself;
- Be professional in the language you use.

If you have problems filling in the format, please contact the secretary to the jury, Marijne Wijnker (m.a.l.j.wijnker@uu.nl and 06 28 35 20 60).

We wish you lots of fun preparing the nomination!

On behalf of the jury,
Marijne Wijnker, secretary jury UU Teacher Awards

Universiteit Utrecht | Centre for Academic Teaching and Learning | Heidelberglaan 3 | 3584 CS Utrecht | T: 030 253 6638 | E: cat@uu.nl | I: www.uu.nl/cat

NOMINATION FOR THE TEACHER AWARDS 2023

You may attach a photograph of the teacher here

Category:	Outstanding Teacher / Teacher Talent
Name of teacher:	
Study Association:	
Programme:	

Table of contents

1. Teaching vision candidate (max. 1 A4)
2. Letter of recommendation study association (max. 2 A4)
3. Two letters of recommendation colleague teachers (max. 1 A4 per letter)
4. Curriculum vitae candidate (max. 2 A4)
5. Administrative details candidate and study association

1. Teaching vision

Here you add a letter, written by the teacher concerned, in which the he or she sets out his or her vision of teaching within the programme (max. 1 A4, Verdana 9, line spacing 1).

2. Letter of recommendation study association

Here you add a letter, written by (one of) his/her student(s), which motivates the nomination for the Outstanding Teacher Award / Teacher Talent Award (max. 2 A4, Verdana 9, line space 1). Start your letter with a short summarizing pitch (max 150 words, cursive) and continue with a longer argumentation;

The letter must demonstrate how the nominated teacher meets the set criteria. Develop this question using the criteria listed in the document entitled 'Criteria and Procedures for 2023 Teacher Awards' (see www.uu.nl/docentenprijs). Address each criterion using at least one concrete example from the teacher's teaching practice.

3. Letter of recommendation colleague teachers

Insert two (!) letters, both written by a colleague teacher, which motivates the nomination for the Outstanding Teacher Award / Teacher Talent Award (max. 1 A4 per letter, Verdana 9, line space 1).

These letters must demonstrate how the nominated teacher meets the set criteria. The teachers have to develop this question using the criteria listed in the document entitled 'Criteria and Procedures for the 2023 Teacher Awards' (see www.uu.nl/docentenprijs). They have to address each criterion using at least one concrete example from the teacher's teaching practice.

4. Curriculum vitae

Here you add the curriculum vitae of the nominated teacher (max 2 A4s, Verdana 9, line space 1).

The curriculum vitae should at least obtain the following elements:

- Information about the teacher's educational career. Per academic appointment indicate the following:
 - 1) how many fte of the appointment are/were meant for teaching;
 - 2) which courses does/did the teacher teach and what level are/were they;
 - 3) which educational techniques does/did the teacher use.
 If the teacher has any experience teaching outside academia (f.i. primary or secondary education), you can also mention that here. See example below.
- Teacher development. Fill out the table below;
- The teacher's birth date.

Example of an appointment:

08-2012 – now

professor in Psychology, Utrecht University (fulltime)

Appointment for teaching: 0.4 fte.

Courses:

- Introduction into Psychology 1, lectures (bachelor year 1)
- Occupational psychology, seminars (bachelor year 2)
- Guidance of thesis students

The cv particularly highlights the teacher's teaching career. Providing a list citing their publications is not that important.

Training	Training completed?
<i>F.i.. University Teaching Qualification, Senior Teaching Qualification, CEUT</i>	<i>State whether the training has been completed. If so, please note when.</i>
...	...
...	...

Table 1. Teaching development

5. Administrative details

The following data may be inserted here (Verdana 9, line space 1):

name of teacher (including degrees and initials)

postal address

e-mail address

telephone number(s)

date of birth

name of study association

name of contact person

postal address

e-mail address

telephone number(s)