


**MEMORANDUM**  
**University Outstanding Teaching Assistant Award**

Date: August 15, 2016  
To: Academic Deans, Directors, Department Chairs, and Faculty  
From: Ginger Clark, Director, Center for Excellence in Teaching  
and Professor of Clinical Education   
Subject: **Call for Nominations: University Outstanding Teaching Assistant Award**

The Center for Excellence in Teaching invites every department across the University to nominate one teaching assistant or assistant lecturer for USC's highest teaching award presented to a graduate student. The University Outstanding Teaching Assistant Award emphasizes the critical role of teaching in USC's mission. At the 2017 Academic Honors Convocation three awards will be presented to graduate students who have exhibited exceptional excellence in classroom or laboratory instruction and other guidance of undergraduate students. Each award carries a \$1,000 prize.

Required documents for the University Outstanding Teaching Assistant Award are these:

- Contact information of nominator and nominee
- From the nominee's sponsor, a citation for publication in the Academic Honors Convocation program (~150-175 words)
- From the nominating department, a formal statement not to exceed two pages, indicating why the nominee is an excellent candidate for the award  
The statement may include:
  - evidence of innovative instructional techniques and contributions;
  - contributions to student learning above and beyond the call of duty;
  - contributions to learning outside the classroom;
  - self-improvement efforts regarding teaching.
- A up-to-date copy of the nominee's curriculum vitae
- A representative selection of the nominee's formal teaching assessments, including students' comments appearing in the assessment forms
- Up to two letters of recommendation from department faculty who can assess the nominee's contributions to students' learning.

**Nomination deadline: Friday, October 14, 2016**

Note that at a special reception on Thursday, November 10, 2016 all *nominees* will be honored with an award and citation in recognition of their excellence in teaching. Hence, all departments are encouraged to submit a nomination to help honor teaching excellence among graduate students.

Fill out the nomination form and upload a pdf of the nomination materials at:  
[http://cet.usc.edu/univ\\_outstanding\\_ta](http://cet.usc.edu/univ_outstanding_ta)