

January 18, 2012

TO: L&S Department Heads

FR: Melody Zajdel, Associate Dean

RE: L&S Outstanding Graduate Teaching Assistant Award

The L&S Outstanding Graduate Teaching Assistant Award will be presented by the dean at the Letters and Science Annual Awards Ceremony in April. This is a call for nominations for this award. To be eligible for this award, the GTA must have been selected as the outstanding graduate teaching assistant in their respective department.

Criteria includes classes taught (graduate or undergraduate), number of students in classes, summary of teaching scores if available, a one page (maximum) description of the nominee's strengths and a maximum of two supporting letters.

The committee also suggests the following supporting material: a statement by the graduate student including any achievements they consider extraordinary and/or any alternative information you choose to show why this student is extraordinary.

Nominations should be submitted to our office by 5:00 PM, Friday, February 10, 2012. Please distribute copies of this announcement to faculty members who may wish to nominate students.

If you have any questions or need additional information, please call me at x4288 or email me at zajdel@montana.edu.