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Any member of the University of South Florida community (including self-nominations) may submit documented nominations of persons who are full-time continuing faculty (including Instructors and Librarians) for the USF for the Distinguished Teacher Award.

The Honors and Awards Council requests the nomination dossier to be organized in the following order. Please use font point 11 or higher throughout the document.

- ___ A one-page nomination letter (a cover sheet with a brief explanation of why this person is a compelling nominee for this award with the nominator's signature)
- ___ Table of Contents
- ___ Recommendations from the appropriate Chairs/Deans
- ___ Curriculum vitae
- ___ Student and peer evaluations; Limit 1 page
- ___ Personally prepared teaching and drill aids including the number of published textbooks, sales record if known, use of innovative technology; Maximum 5 pages
- ___ Statements of teaching philosophy; Limit 1 page
- ___ Description of teaching techniques; Limit 1 page
- ___ Histories of the accomplishments of former students; Limit 2 pages

- ___ Course syllabi
- ___ Peer evaluations
- ___ Student evaluations
- ___ Other materials that are relevant and will assist the Council in evaluating the contributions of the candidate.

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	4 OUTSTANDING	3 SUPERIOR	2 VERY GOOD	1 GOOD
ORIGINALITY AND CREATIVITY IN TEACHING				
STUDENT ACCOMPLISHMENTS				
BROADER GLOBAL IMPACT OF TEACHING				
SIGNIFICANT ACHIEVEMENT DURING ENTIRE CAREER				
SIGNIFICANT ACHIEVEMENT IN RECENT YEARS WHILE AT USF				