

**Departmental Graduate Carl L. Rollinson Awards for
Excellence in Teaching
Department of Chemistry and Biochemistry
University of Maryland College Park**

Purpose. Recognition of outstanding teaching accomplishments.

Eligibility. All current Chemistry and Biochemistry graduate students are eligible. Students may be nominated for their outstanding performance in lecture, discussion or laboratory during the Spring 2013, Summer 2013 or Fall 2013 semesters. A student may receive this award only once during his/her career. We anticipate that two awards will be made, one for teaching a 100-level course and one for teaching in a 200 level or greater course.

Award Description. A Teaching Excellence Award includes a certificate and a \$500 cash award. Recipients will be recognized at a student-faculty assembly in May.

Nomination Procedure. Students may be nominated for Teaching Excellence Awards by faculty, staff, students, or themselves.

Each application package should include the following:

1. Student's CV
2. Graduate transcript (unofficial copy)
3. One page statement answering the question: How does the nominee view his/her role as a teacher?
4. A supporting letter from the student's course instructor. This letter should address the following issues:
 - a) the student's teaching accomplishments and effectiveness as a TA in lab or discussion; b) the student's command of the subject; c) the student's ability to motivate and inspire undergraduates; d) the student's overall contributions to the course.
5. Supporting letters from undergraduate students (optional).
6. Teaching evaluations (these will be obtained directly by the selection committee).

**A single pdf file containing #1 - 3 above and two pdf files with the supporting letters (#4 and #5 above) should be submitted independently using the following link: <https://tristan.umd.edu/filemanage/index.php> Use the following file name formats for the application and supporting letters, respectively:
Applicant_Last_Name_Applicant_First_Name_ET_application.pdf or
Applicant_Last_Name_Applicant_First_Name_ET_reference_Faculty_Name.pdf or
Applicant_Last_Name_Applicant_First_Name_ET_reference_UGS_Name.pdf**

Selection Method. The Graduate Awards Committee will evaluate applications and select finalists. The major criteria in finalist selection will be clear documentation of significant teaching accomplishments.

Award Method. Awardees will be officially notified by letter. The commendation letter and check will be presented at a Graduate Student-Faculty Ceremony on May 14. A reception will follow the ceremony.

**APPLICATION DEADLINE:
April 18, 2014**

**USE THIS LINK TO SUBMIT THE REQUIRED DOCUMENTS:
<https://tristan.umd.edu/filemanage/index.php>**

Please email **Elizabeth Hontz, Graduate Office, Department of Chemistry & Biochemistry** with any questions concerning your submission or if you cannot access the site: ehontz@umd.edu