




The UNIVERSITY of OKLAHOMA.
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Directors and Chairs—Norman Campus

FROM: André-Denis G. Wright 
Senior Vice President and Provost, Norman Campus

DATE: September 23, 2024

SUBJECT: GTA Award Nominations

To recognize and reward outstanding performance by graduate students, the Office of the Provost initiated two annual awards—the Doctoral Dissertation Prize and the Graduate Teaching Assistant Award—in Spring 1990.

I now seek your assistance in soliciting nominations for the Graduate Teaching Assistant Award. A request for Doctoral Dissertation Prize nominees will be sent separately.

There will be one award in each of the following three academic areas. Each academic unit may nominate one doctoral student and one master’s student for this award.

1. Science and Engineering
2. Social Sciences, Education, and the Professions
3. Humanities and Fine Arts

Please notify faculty in your units about these awards and submit your nominations **by October 30, 2024**. An electronic form for nominations is available on the [Graduate College website](#) (scroll to “Awards of Distinction”). For questions, please contact Will O’Donnell (willodonnell03@ou.edu) in the Graduate College. Final selection of the recipients by the designated committees will be delivered to the Provost’s Office in December. The award winners will also be recognized at ceremonies held at the end of the spring semester.

Thank you for your assistance in recognizing our outstanding graduate students.

attachment

cc: Randy Hewes, Dean, Graduate College
Ioana Cionea, Associate Dean, Graduate College
Will O’Donnell, Graduate College
Grey Allman, Associate Provost for Policy and Administration

2024
GRADUATE TEACHING ASSISTANT AWARD NOMINATION

University of Oklahoma
Norman Campus

ELIGIBILITY:

Any graduate student with teaching responsibilities is eligible, provided the student has not received this award in the last two years. The awards may be given to one student each year in each of the following three academic areas:

1. Science and Engineering
2. Social Sciences, Education, and the Professions
3. Humanities and Fine Arts

AWARD:

Each award consists of \$1,000 and an inscribed certificate. Awards will be given at a public occasion where the recipients and the departments will be honored.

NOMINATION PROCEDURES:

Each department may nominate one master's student and one doctoral student. The academic area best describing the course(s) taught by the GTA must be specified in each nomination. Nomination materials should include:

1. A letter of nomination indicating which of the three academic areas best describes the courses taught by the GTA (required)
2. Faculty evaluation(s) of the GTA's performance (required)
3. Student Experience Survey (SES) reports and/or Course Reflection Survey reports of the GTA's course(s) or section(s) (required)
4. The GTA's curriculum vitae including information about pedagogy training the student has participated in, if applicable (required)
5. The GTA's statement of teaching philosophy (required)
6. Recommendation letters from students (optional)
7. Samples of syllabi or class projects described by the GTA and any other items that demonstrate the GTA's qualifications (optional)

Nomination materials should be uploaded electronically through the [link on the Graduate College's Cost and Financial Aid webpage](#). Scroll to "Awards of Distinction" and click the "Nominate" button. **The deadline is October 30, 2024.** Direct questions to Will O'Donnell (willodonnell03@ou.edu).

SELECTION PROCEDURES:

An ad hoc committee consisting of three faculty members (one from each of the three academic areas) and the student members of the Graduate Council will make the final selection. The committee will consider the following criteria:

1. Amount and range of teaching experience (e.g., number of sections, number of distinct courses taught, experience in a traditional classroom vs. online setting, etc.).
2. Contribution to the academic unit's teaching mission (e.g., development or enhancement of course materials used by other instructors, mentoring of other graduate assistants).
3. Initiative to pursue training and/or scholarship in effective and inclusive pedagogy.
4. Use of creative and evidence-based methods to effectively engage all students in learning.

The ad hoc committee will forward its recommendations to the Provost by December 13, 2024.