

**Lucia, John and Melissa Gilbert Teaching Excellence Award in  
Women's and Gender Studies**

Instructions:

Supporting materials for each nominee should include the following:

1. A copy of the Gilbert Award Application Checklist (see page 3)
2. A cover letter including the following:
  - a. names of individuals writing recommendation
  - b. titles of courses for which evaluations are included
  - c. description of other activities with Women's & Gender Studies students, such as mentoring, advising, internship supervision, and thesis/dissertation involvement; indicate if students are WGS BA majors/minors, WGS MA, or WGS graduate portfolio students
3. A statement by the nominee of her/his teaching philosophy (1-2 pages)
4. A current curriculum vitae (no more than 5 pages in length) edited for relevance to this award, including scholarship and service, and highlighting the previous three years' activities with WGS students (e.g. mentoring, advising, internship supervision, and thesis/dissertation involvement; please indicate student status of advisees as WGS BA major/minor, WGS MA, or WGS portfolio students)
5. A list of all the courses with significant WGS content taught over the last three years (whether or not they have/had a WGS prefix) plus:
  - a. No more than two complete syllabuses from among these courses
  - b. The CIS evaluations summary sheet (one page per course)

for all courses on the list

- c. Optional: 5-7 page sampling of selected written student comments from CIS evaluations (5-7 scantron sheets, not a 5-7 page compilation)
6. Three to five letters of recommendation from faculty colleagues, and/or present or former students. Please indicate recommender's name and if the letter is enclosed [E] or will be sent separately by the writer [SS]. Only a maximum of five letters will be considered.

*We will accept PDFs of required materials via email by the deadline, or an email with a link to PDFs saved to UT BOX.*

Email completed application and required materials, or UT BOX link to Jackie Salcedo, CWGS: ajsalcedo@austin.utexas.edu or Send hard copy of required materials via Campus Mail by the deadline. Mail Code A4900 or Deliver to Burdine (BUR 536). Please use paperclips instead of staples.

**Please note: CWGS prefers that nominees gather all the supporting materials and submit them as a packet.** If recommenders submit letters themselves, that is acceptable but the letters must be received by the deadline. **CWGS does not contact individuals for their letters of recommendation; we leave this up to the award nominee.** The award nominee should use the checklist (see Gilbert Award Application Checklist in bulleted list above) to notify CWGS on how many letters to expect and who will be writing letters of recommendation for the award nominee.

Gilbert Teaching Excellence Award: Application Checklist

**\*\*\*Include This Form with Your Application\*\*\***

(Type or Print Using ALL CAPS. Incomplete or late applications will not be considered.)

Applicant Name: \_\_\_\_\_

UT EID: \_\_\_\_\_ Status:  tenured /  non-tenured

**• Submit to CWGS Office by email *or* Campus Mail.**

Email PDF of application, or BOX link, to: [ajsalcedo@austin.utexas.edu](mailto:ajsalcedo@austin.utexas.edu) *or*

Send hard copy (paper clips only, NO STAPLES) of application via Campus Mail:

Mail Code A4900; or deliver to CWGS office in Burdine Hall (BUR) 536

**Materials should be in the following order:**

1. This form.
2. Cover letter (see instructions page 1 for required content)
3. A statement by the nominee of her/his teaching philosophy (1-2 pages max)
4. A current CV (see instructions page 1 for required content)
5. A list of all the courses with significant WGS content taught over the last three years (whether or not they have/had a WGS prefix) plus supporting materials (syllabi and CIS summaries, see instructions for details)
6. Three to five letters of recommendation from faculty colleagues and present and former students, ideally no more than 2 pages in length each. Indicate recommender's name and if the letter is Enclosed [E] or will be Sent Separately [SS]:
  - a. Principal nominator: \_\_\_\_\_ E / SS
  - b. Up to three supporting letters:
    - i. \_\_\_\_\_ E / SS
    - ii. \_\_\_\_\_ E / SS
    - iii. \_\_\_\_\_ E / SS
  - c. (Optional): one additional letter submitted by EITHER:
    - i. a student: \_\_\_\_\_ E / SSOR
    - ii. a faculty member who has been a peer observer of the nominee's in-class teaching: \_\_\_\_\_ E / SS

**OFFICE USE ONLY:**

(3/2/17 update)