

SAMPLE LETTER FROM DEAN TO NOMINEE

(note: Please include any additional college procedures and internal deadlines)

<DATE>

MEMORANDUM

TO: <Nominee>
FROM: , Dean, <College/School>
SUBJECT: Excellence in Teaching Award

Congratulations! You have been nominated for an Excellence in Teaching Award for AY 2024-2025. If you wish to be considered by the 2025 Mānoa Awards Committee, please submit an electronic dossier PDF that includes [all](#) application documents in separate sections to include:

1. A statement ([three-page maximum, font size 11 preferred](#)) discussing your philosophy of teaching and your achievements in the three areas of the guidelines: subject mastery, teaching effectiveness, and personal values beneficial to students or an open-ended statement on your philosophy of teaching.
2. Description and information of courses taught with the number of student enrollments for the respective three year period being considered and [at least six \(6\) Semester Summaries](#) of student evaluations ([do not include raw data](#)). It is most effective to use comparative data summary forms of course evaluations (a sample form is attached if needed). Maximum of three student comments per class.
3. Current *curriculum vitae*
4. Other supporting materials evidencing creative and innovative teaching. Only include pertinent information, excessive documentation may hinder a thorough review.
5. [No less than 5 and no more than 8 letters of support](#) from people who are familiar with your teaching with different perspectives. It is most helpful to include a range of letters from students, colleagues, department chair, dean, etc. Confidential letters should be sent directly to: [<NAME OF COLLEGE LIAISON>](#) and must be included in this section of the electronic dossier. It is suggested to place this section at the end of the edossier to facilitate ease with construction of the edossier and adding/deleting letters.

You are welcome to view successful dossiers of past award recipients at the Awards Dossier Library in Kuykendall 106 from 9:00 am to 4:00 pm, Monday through Friday. Please email ofdas@hawaii.edu for an appointment.

The deadline for submitting the above materials to the College / School screening committee is [<COLLEGE/SCHOOL INTERNAL DATE>](#).