

CENTER FOR TEACHING EXCELLENCE AWARDS



Helpful Hints for a Great Nomination Packet

Online Educator of the Year Award

This prestigious award recognizes sustained excellence in online teaching, including high-quality course design, effective instructional delivery, and measurable impact on student engagement, learning, and satisfaction. If you're preparing a nomination packet, here are five tips to help you create a strong and competitive submission:

1. Craft a compelling instructor narrative.

Use the narrative to tell the story of your online teaching journey. Highlight your instructional philosophy, innovative practices, and how you've adapted to meet diverse student needs. Be sure to connect your teaching methods to student engagement, learning gains, and satisfaction. Include specific examples and accessible media links that showcase your work.

2. Align with the award criteria.

Structure your packet around the four scoring categories: Instructional Practices, Instructional Methods, Student Learning Gains, and Student Satisfaction. Use the rubric as a guide to demonstrate excellence in each area with clear, relevant evidence.

3. Provide strong supporting documentation.

Include artifacts that reinforce your narrative, such as GatorEvals data, letters of support, certificates of professional development, and contributions to the Scholarship of Teaching and Learning (SoTL). Choose materials that directly reflect your impact and innovation in online education.

4. Highlight course designations and teaching history.

Clearly document your UFQ High Quality or Exemplary course designation(s), including course details and Canvas URLs. Provide evidence of at least four semesters of online teaching within the past two years to establish your sustained commitment.

5. Be selective and strategic.

You may include up to 10 artifacts—choose those that best illustrate your excellence and avoid redundancy. Ensure all links are publicly accessible and that your packet is well-organized, easy to navigate, and professionally presented.