

SAOUMA BOUJAOUDE TEACHING EXCELLENCE AWARD _____ 2025-2026

Phase 2 Submission Checklist

Candidates selected for **Phase 2** will be asked to submit a teaching portfolio that **will not exceed 15 pages** in total (excluding the cover page and the recommendation letters). This portfolio is an opportunity to add to the **Phase 1** dossier evidence of excellence and/or innovation in the four areas of teaching, namely **instruction, mentorship, service, and professional development**. Any submitted materials outside of the 15-page limit or those that are not discussed or referred to in the narrative component of the portfolio will be disregarded by the selection committee.

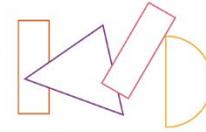
Checklist

Here are suggestions for items to include in the teaching portfolio as evidence of excellence and innovation in the four areas related to teaching. This checklist is not exhaustive, and candidates are invited to contribute other items if/when they see fit, as long as the length of the portfolio remains within the set limit of **15 pages**.

EXCELLENCE IN INSTRUCTION

Item	Evidence
Evidence to support the fact that you design and organize course materials congruent with course goals	
Evidence to support that your courses promote student interest, enthusiasm, and vitality	
Evidence to support that you encourage cooperation among students	
Evidence to support that you encourage students to think independently	
Evidence to support that your assessment and feedback to students is useful and promotes their thinking and learning	
Evidence that you assign authentic assignments that promote student learning	





Evidence that you are aware of and incorporate relevant recent developments in the field in your courses

EXCELLENCE IN MENTORING

Item	Evidence
Evidence of your activities as a guide and a mentor to students in their academic journey (this includes formal supervision of projects and/or theses and informal mentorship activities as well)	
Evidence of your activities as a guide and mentor to students in their professional and career development	
Evidence of your activities as a guide and mentor to new faculty in teaching, co-teaching, curricular development, and other informal contexts	
Evidence of your activities in mentoring across the department, faculty/school, or university	

EXCELLENCE IN SERVICE

Item	Evidence
Describe all AUB teaching related or curriculum related committees that you have led or participated in that promote or foster the teaching mission of AUB	

EXCELLENCE IN PROFESSIONAL DEVELOPMENT

Item	Evidence
Describe any lectures, seminars, and workshops that you have led that aim at promoting and fostering excellence in teaching at AUB	
Describe seminars/professional meetings on teaching and learning in which you have participated and that have had a direct impact on your teaching	

