



SAOUMA BOUJAOUDE TEACHING EXCELLENCE AWARD _____ 2025-2026

Phase 2 - Submission

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 evidence of excellence and/or innovation in the four areas of teaching, namely **instruction, mentorship, service, and professional development**.

Components of the award teaching portfolio

1. Cover page that includes full Name, Faculty/School, Department, rank, Email address and mobile number
2. Recommendation letters (up to 3 letters) from peers, colleagues, students, alumni, and employers of alumni. These include letters from the chair, dean and/or from any respected colleague that has visited classes, examined instructional materials, talked with the faculty member, etc. and is quite familiar with the candidate as an instructor and mentor.
3. Teaching Philosophy that consists of a brief biographical sketch related to your profile as a teacher and what has shaped your teaching.
4. Selected evidence that is introduced or discussed within the set maximum 15-page limit. 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.

The 4-page personal statement submitted for Phase 1 can be integrated in the teaching portfolio. You may also wish to consult the checklist for suggested items to include in the teaching portfolio as evidence of excellence and innovation in the four areas related to teaching.

