

Application Check List

This checklist will help you to ensure that your application complies with the requirements established by the TA Teaching Award Committee (TATAC). Following these guidelines will help the TATAC to appreciate how the items of your application fit together, and will increase your chance of passing to the next round. In addition, it will help TATAC to treat your application fairly.

1. ____ The application contains the Application Coversheet.
2. ____ The application contains your Longitudinal ICES Scores.
3. ____ The application contains a Teaching Statement.
4. ____ The application contains Supporting Materials.
5. ____ Each piece of supporting material includes a brief paragraph (a few lines) explaining why you chose each particular item to submit as supporting material.
6. ____ The paragraph explaining each piece of supporting material is at the top of the first page of the relevant item: exam, quiz, exercise, etc. (Please do not compile them all together in a single page/document).
7. ____ Your name and any other identifying information is erased from all pages where it may appear, except for the coversheet and longitudinal ICES scores.
8. ____ The additional information submitted (anything different than the coversheet, teaching statement, and longitudinal ICES scores) does not exceed 10 pages.
9. ____ Materials submitted are single sided. (Anything not single-sided will not get scanned.)
10. ____ Materials submitted are not stapled.
11. ____ Materials submitted are placed inside an envelope. (You can get one in 273 Altgeld.)