

AMERICAN UNIVERSITY OF BEIRUT
Center for Teaching and Learning

AUB TEACHING EXCELLENCE AWARD
CHECKLIST OF DOCUMENTS
2022-23

This Checklist is a list of all documents required to complete the file of the nominee. Candidate should include these documents in their teaching portfolio that is delivered to CTL as a soft copy by **February 15, 2023**

| CHECKLIST |
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| 1. A completed self-scoring sheet (available on https://www.aub.edu.lb/ctl/Pages/tea.aspx) |
| 2. A copy of the candidate's updated CV |
| 3. Evidence that the candidate has taught at AUB for the past six semesters |
| 4. A list of all graduate and undergraduate courses taught at AUB by semester including credit hours and student enrollment (if possible) |
| 5. A count of the number of graduate and undergraduate students advisees by semester |
| 6. A count of the number of projects/theses supervised research |
| 7. Copies of all course evaluation forms including ICE forms for at least the past six semesters at AUB |
| 8. Letters from Peers or Colleagues or Students other than the three referees nominated by the candidate in their acceptance letter |
| 9. A copy of the candidate's Teaching Portfolio including: |
| a. A statement of teaching philosophy. |
| b. A statement of teaching pedagogy. |
| c. A sample of various course syllabuses (including newly developed courses). |
| d. A sample of various course exams. |
| e. A sample of various course assignments. |
| f. A sample of handouts, problem sets and lecture outlines. |
| g. A sample of students' graded exams and assignments (including samples of the exams of good and poor students). |

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| h. A sample of measures of student learning. |
| i. Statistics of grades distribution in various courses. |
| 10. Any additional supporting materials deemed relevant (each supporting item should be accompanied by up to one-page explaining how the submitted item supports a specific claim of excellence in a teaching area. For instance, a candidate might include material for one course accompanied by a brief explanation on how these contents reflect the latest trends in the field of study.) |