



Saouma Boujaoude Teaching Excellence Award

2024-2025

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.