

2007 - 2008 OUTSTANDING GSI AWARD GUIDELINES

THE AWARD PROGRAM

The Outstanding Graduate Student Instructor Award gives campuswide recognition to excellence in teaching by Graduate Student Instructors (GSIs). Certificates of distinction and a spring award ceremony honor the recipients. All GSIs are eligible; however, GSIs may receive this campus award only once during their graduate studies at Berkeley.

CRITERIA FOR THE AWARD

Each department should establish criteria and decide upon the evidence that it will use to determine the award.

Criteria might include the following:

- overall effectiveness as an instructor
- capacity to promote critical thinking
- skills in presenting course material
- utilizing pedagogically effective approaches, for example, collaborative learning, problem-based learning, and community-based learning
- skills in developing course materials that promote learning, for example, course syllabi, website, essay or exam questions, paper topics
- command of the subject area
- ability to motivate students
- engagement in departmental and campuswide activities that enhance teaching and learning

Evidence upon which to base the award might include the following:

- evaluations submitted by students
- letters of nomination by faculty or students
- classroom observations by faculty
- documentation of teaching excellence submitted by GSIs (e.g., course materials, a statement of teaching philosophy, a teaching portfolio)

SELECTION PROCEDURES

Each department should formalize its selection procedures. We recommend the following process to select outstanding Graduate Student Instructors:

- Set up a committee and determine criteria and evidence that the department will use to select the award nominees. (We recommend that you apprise GSIs of the criteria and selection process used.)
- Invite faculty, GSIs, and undergraduate students to nominate candidates on a special form stating their reasons for nominating the GSI.
- Invite GSIs to submit materials that document their teaching, for example, course materials, a statement of teaching philosophy, or a teaching portfolio.
- Have the departmental committee review all submitted materials and select nominees according to the established criteria.
- Forward the names of the GSIs nominated for the award to the chair, vice chair, or dean for endorsement.
- Using the nomination form and checklist, submit the names of the GSIs nominated, along with a description of the criteria used, the evidence upon which the nominations were based, and selection procedures used to the GSI Teaching and Resource Center (gsi@berkeley.edu) by **March 14**.

After you have received confirmation from the GSI Teaching and Resource Center on March 19, 2008, please inform the recipients that they have been selected for the award and make their names known to faculty and GSIs in the department.

NUMBER OF AWARDEES

All departments are eligible to nominate at least one outstanding GSI. Departments with large numbers of GSIs may nominate *one GSI for every ten GSIs* appointed by the department during the academic year. Please note that the number of recipients is based on the number of individuals appointed, not on the number of GSI positions, as one individual could hold two GSI positions in the academic year. Awardees must not exceed ten percent of the total number of students appointed as GSIs during the academic year.

Because some of the evidence upon which you may wish to decide the award such as end-of-semester evaluations may not be available by mid-March, departments should base the award on teaching done in spring 2007 and fall 2007. Please call the GSI Teaching and Resource Center if you have any questions (642-4456).

PROCEDURE FOR SUBMITTING NAMES

The department selection committee should submit the 2007 - 2008 Outstanding GSI Award Nomination Form and Checklist along with a description of the selection criteria, evidence upon which the nominations were based, and procedures used, to the GSI Teaching and Resource Center **no later than Friday, March 14, 2008**. All submissions must be sent in electronically.

Please note: Check the spelling accuracy of the students' names carefully (for certificate printing), and indicate the name and phone number of a contact person in your department. If a department submits nominations after the deadline, the GSIs may be prevented from submitting a Teaching Effectiveness Award application, and the names of the GSIs may not appear in the Outstanding GSI Award reception program.

DEPARTMENTAL RECOGNITION OF OUTSTANDING GSIS

Several departments have established traditions for honoring GSIs who receive this award. For example, some distribute awards at commencement ceremonies, in special departmental gatherings, or at luncheons held to recognize the achievements of these GSIs. Other departments display the names and photographs of recipients in the department office. In some departments, cash awards ranging from \$50 to \$250 are given. Departments may also honor outstanding GSIs by including past recipients of the award on the departmental selection committee. Please let us know of your department's traditions regarding this award.

CAMPUS RECEPTION

The GSI Teaching and Resource Center will host a reception on **Wednesday, May 7, 2008** to honor the Outstanding GSI Award recipients. Recipients, departmental chairs, Faculty Advisers for GSI Affairs, Professional Developers of GSIs, Graduate Assistants, Student Affairs Officers, and faculty members who have nominated GSIs for the award will receive invitations.

Information about the Outstanding GSI Award program is available from the GSI Teaching and Resource Center, 301 Sproul Hall # 5900 (tel 642-4456, fax 643-1524, e-mail gsi@berkeley.edu). These guidelines can also be accessed through our Web site page at <http://gsi.berkeley.edu/>.

DEADLINE: FRIDAY, MARCH 14, 2008