

**Outstanding Teaching Award  
Submission Worksheet**

**Nominator Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Campus Box \_\_\_\_\_

*Please note that you will be required to certify that the nominee's dean is aware of the nomination.*

**Nominee Information**

First & Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Nominee's Email Address \_\_\_\_\_

Nominee's Preferred Professional Title \_\_\_\_\_

Rank \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

Campus Box \_\_\_\_\_ NC State 9-Digit Employee #: \_\_\_\_\_

Nominee's Preferred Phone Number \_\_\_\_\_

Nominee's Home Address (Include city and zip code) \_\_\_\_\_

Number of credit hours taught at NC State (excluding summer sessions) \_\_\_\_\_

List any previous recognitions as Outstanding Teacher \_\_\_\_\_

Courses taught in current year of nomination \_\_\_\_\_

List other teaching/mentoring awards and years awarded \_\_\_\_\_

**Administrative Information**

Dean Name & Email Address \_\_\_\_\_

Dean's Executive Assistant Name & Email Address \_\_\_\_\_

Department Head Name & Email Address \_\_\_\_\_

The required nomination package materials are listed on the website.

<https://provost.ncsu.edu/ofe/awards-and-honors/outstanding-teacher/>

- Convert each document to a pdf file and submit the pdf files via online submission form.
- Naming convention: last name\_ award name\_ academic year\_ document name.  
Example: File Name: Smith\_OTA\_24-25\_CV
- Each part of the nomination package must be uploaded as an individual pdf file.

**Submit the above information along with one set of PDF files per nomination package here:**  
<https://go.ncsu.edu/ota.nomination.submission.2024>

Submit your question to the Internal Faculty Awards Coordinator, Sherry Bailey at  
[sbbailey@ncsu.edu](mailto:sbbailey@ncsu.edu).