THE GRADUATE SCHOOL

NOMINATION FOR OUTSTANDING GRADUATE ASSISTANT AWARD to be presented in Spring

In recognition of the outstanding contributions of Graduate Assistants (GAs) to the mission of the University of Tennessee at Chattanooga Graduate School, this award honors a GA who has demonstrated exceptional professionalism, reliability, and impact within their assigned role. This individual's efforts should reflect a commitment to academic excellence, collaboration, innovation, and service that supports the success of students, faculty, and programs.

Nominations will be reviewed by the Graduate School Awards Committee, an interdisciplinary selection committee composed of UTC faculty. The Award recipient will be selected by the Dean of the Graduate School based upon the committee's recommendations. The recipient will receive a $500 award from the Graduate School.

Eligibility

Nominees must be currently enrolled graduate students serving in a GA role during the current academic year. GAs may be nominated for exemplary performance in any category of assistantship, including teaching, research, or creative works.

The Nomination

Nominations must be submitted to the Dean of the Graduate School by February 15. The Dean will forward all nominations and supporting documentation to the Chair of the Graduate School Awards Committee within one (1) week of receipt.

Nominations may be submitted by UTC faculty members, staff members, or administrators. Each nomination must include:

1. This nomination form (completed in full).
2. Two (2) letters of support to nominate the candidate, including one from the GA's supervisor. Consider the areas of professionalism, reliability, and academic, teaching, research, and service contributions.
3. A narrative from the nominee (limited to 500 words).

Note: Each recommender may write only for one applicant.

Nomination Form
Graduate Assistant (Nominee) Name: _____

Graduate Program / Department: _____

Nominee Email: _____ Nominee Phone: _____

Supervisor Name: _____

Supervisor Email: _____ Supervisor Phone: _____

Nominated By: _____ College / Unit: _____

Affiliation to UTC: _____

Letters of Support

Two (2) nomination letters must be completed:

- One from the GA's primary supervisor.

- One from a secondary recommender, such as an additional supervisor, faculty member, or administrator.

Each letter should provide specific examples illustrating the GA's professionalism, reliability, and contributions to teaching, research, service, and/or institutional impact.

Narrative (Submitted by the Graduate Assistant)

Submit a written narrative (limited to 500 words) describing your accomplishments, contributions, and professional growth as a Graduate Assistant. Your submission should highlight how your work reflects excellence in one or more of the areas listed below. Include evidence from the literature when relevant to support your reflection as a doctoral-level writer.

When writing your narrative, consider the scoring rubric provided.

Award Categories

Awards may be given in any of the following areas:

- Teaching

- Research

- Creative Works

These categories may also be used to distinguish multiple recipients in the case of equally qualified candidates.

Scoring Rubric

(To be completed by members of the Graduate School Awards Committee)

Criteria	5 – Exceptional	4 – Strong	3 – Competent	2 – Developing	1 – Limited	NA or not observed
Professionalism	Demonstrates exemplary professionalism and integrity in all responsibilities.	Consistently professional and reliable.	Generally professional; occasional lapses.	Inconsistent professionalism.	Lacks professional behavior.	
Reliability	Always dependable and meets or exceeds all expectations.	Dependable; completes assigned tasks on time.	Generally reliable; occasional reminders needed.	Frequently misses deadlines or needs supervision.	Unreliable performance.	
Contribution to Academic Research, Teaching, and/or Service	Makes significant contributions to research, teaching, service, or academic projects.	Contributes meaningfully to research, teaching, or service	Participates in research, teaching, or service with moderate contribution.	Limited or inconsistent contribution to scholarship.	Minimal contribution to scholarly work.	

Support for Teaching and Learning	Demonstrates exceptional initiative in enhancing teaching and learning outcomes.	Consistently supports instructional goals effectively.	Provides adequate teaching or learning support.	Limited engagement with instructional activities.	Minimal contribution to teaching and learning.	
Collaboration and Teamwork	Serves as a model collaborator; fosters teamwork and collegiality.	Works well with others; supportive team member.	Cooperates with others when prompted.	Struggles to collaborate effectively.	Rarely collaborates or contributes to team goals.	
Innovation and Problem Solving	Consistently introduces creative solutions and improvements.	Demonstrates thoughtful and effective problem-solving.	Occasionally offers useful ideas.	Relies on direction for problem-solving.	Shows little initiative or innovation.	
Impact on Program or Institution	Work has transformative impact on program/institutional outcomes.	Makes clear, positive contributions.	Contributes moderately to program success.	Limited measurable impact.	Minimal or no institutional impact.	
Personal and Professional Growth	Demonstrates exceptional growth and reflection.	Shows steady development in skills and professionalism.	Some evidence of growth.	Minimal progress in professional development.	No evidence of growth.	
Community Service	Actively engages in meaningful service benefiting the UTC or broader community.	Participates in service regularly.	Occasional participation in service activities.	Minimal service contribution.	No service contribution.	

Signature of Department Head (verifying support): _____

Date: _____