

MEMORANDUM

DATE: March 30, 2011
TO: SBS Heads and Directors
FROM: J.P. Jones, Dean, SBS
RE: SBS Outstanding Graduate Teaching Assistants

Each year, the University of Arizona Foundation sponsors the Outstanding Graduate Teaching Assistant Award program, which permits the College of Social and Behavioral Sciences to acknowledge the contributions of a number of our fine and under-recognized GTAs. These awards honor GTAs who have performed at the highest level, and serve to inform the larger community about their invaluable contributions to the College's instructional mission. Winners will receive a personalized certificate and a \$100 UA Bookstore gift card.

A packet of information should be prepared for each nominee, containing:

- a) two or more letters of nomination discussing the nominee's qualities, contributions, and achievements;
- b) a curriculum vitae descriptive of the nominee's qualities and achievements, (including those related to instruction) and **containing the student's social security number, a phone number, home town and state, and an address where the student can be easily reached during the semester;** and
- c) a short biographical sketch suitable for reading at one or both awards ceremonies (should the student be selected).

Also, please note that the honoree must be a documented resident of the United States in order for the IRS to allow us to pay for the award.

To be considered, containing the materials and information indicated above must be submitted to the Dean's Office no later than **4:00 p.m. on Tuesday, April 12, 2011.**

Please note that incomplete or late packets cannot be accepted. Feel free to contact Isabel Contreras for additional information.