DISTINGUISHED TEACHING AWARD APPLICATION PROCESS

PLEASE NOTE: **Only single document electronic applications** for the Distinguished Teaching Award will be accepted. Printed nominations will not be considered.

1. Go to: [http://www.uwosh.edu/provost/awards-and-honors/edward-m-penson-distinguished-teaching-award](http://www.uwosh.edu/provost/awards-and-honors/edward-m-penson-distinguished-teaching-award) for information on how to apply for Edward Penson Distinguished Teaching Award and submit the Nomination Form.

2. Faculty/IAS applicant compiles evidence and required information and submits all materials to [dta-awards@uwosh.edu](mailto:dta-awards@uwosh.edu) before February 16, 2015. Please allow enough time for review and approvals by Dean and Nominating Unit **before the deadline date**.

3. The committee’s recording secretary emails applicant of receipt of materials and sends applicant his/her Google Drive link and instructions on reviewing/editing content and getting approvals.

4. Applicant reviews evidence in his/her Google Drive link and can edit and update content as needed.

5. Applicant then shares his/hers Google Drive link with dean and nominating unit for review of evidence/materials and their approval.

6. Dean and nominating unit review materials for each application submission and then send an email to [dta-awards@uwosh.edu](mailto:dta-awards@uwosh.edu) to indicate support or non-support.

7. Upon receiving approval from dean and nominating unit, recording secretary changes security settings in the applicant’s Google Drive link so the applicant can only view content and not edit.

8. Distinguished Teaching Award Committee members will have “view only” access to all complete and approved submissions.