



# THE GRADUATE SCHOOL

## Outstanding Graduate Assistant Awards For AY 2023-24

### Outstanding Teaching Assistant, Outstanding Research Assistant Outstanding Administrative Assistant

The Graduate School (GS) invites colleges and schools to choose graduate students for **Outstanding Graduate Assistant Awards** for exemplary achievement as a graduate assistant (GA). The Awards will be made in three categories: Outstanding Graduate Teaching Assistant, Outstanding Graduate Research Assistant, and Outstanding Graduate Administrative Assistant.

Approximately 4,000 UMD graduate students serve as teaching, research, or administrative assistants. The GS wants to recognize the outstanding contributions that these GAs provide to students, faculty, departments, administrative units, and the University as a whole. The Award conveys the honor of being named among the top 2% of campus GAs in a given year. Award winners will have their mandatory fees for Spring 2024 paid by the GS.

Each College and School will be responsible for conducting its own selection process during the Fall 2023 semester.

**Award winners receive a credit for mandatory fees for the Spring 2024 semester.**

### Eligibility

The Graduate School requires that graduate assistants must be currently enrolled master's or doctoral students who are holding at least a half-time graduate assistantship (TA, RA, or AA) for the full 2023-24 academic year. Please view the below OGA Award Criteria.

#### OGA Award Criteria

##### Qualities of an Outstanding Teaching Assistant

- Knows the subject matter being taught very well
- Teaching style engages students; students feel they are part of the learning process
- Coordinates closely with the professor in planning their instructional activities
- Available to the students with flexible office hours and other means of communication
- When grading assignments, provides clear and helpful feedback to students
- Treats students fairly and equitably

##### Qualities of an Outstanding Research Assistant

- Has made important contributions to the faculty member's research
- Has mentored other graduate assistants and students
- Evidence of future promise as a researcher
- Evidence of scholarly achievements (e.g., publications, conference presentations)

##### Qualities of an Outstanding Administrative Assistant

- Takes on responsibilities beyond the job requirements
- Supervises and mentors other assistants or students, formally or informally

## **Nomination and Selection Process**

The Graduate School will award **80 Outstanding Graduate Assistant Awards for AY 23-24**.

To nominate a student for the award, nominators must complete the attached Outstanding Graduate Assistant Award Nomination Cover Sheet and submit it to the college/school in which the student is enrolled. Please contact the college/school to learn more about their internal eligibility requirements and deadlines.

A college or school will choose its Outstanding Graduate Assistant awardees from eligible students *enrolled* in that college or school, whether the student holds an assistantship in that college or school *or* elsewhere on campus. In the latter case, a unit in which a student holds his/her assistantship may nominate the student to the college or school in which the student is *enrolled*.

**The total Graduate Assistant Awards allotted to colleges and schools are as follows:**

<b>CMNS:</b>	<b>27 GAs</b>	<b>AGNR:</b>	<b>4 GAs</b>
<b>ENGR:</b>	<b>15 GAs</b>	<b>SPHL:</b>	<b>3 GAs</b>
<b>ARHU:</b>	<b>9 GAs</b>	<b>INFO:</b>	<b>3 GAs</b>
<b>BSOS:</b>	<b>9 GAs</b>	<b>ARCH:</b>	<b>2 GAs</b>
<b>BMGT:</b>	<b>2 Gas</b>	<b>PLCY:</b>	<b>2 GAs</b>
<b>EDUC:</b>	<b>3 GAs</b>	<b>JOUR:</b>	<b>1 GA</b>

## **Deadline**

Colleges and schools must submit their selections for the AY23-24 Outstanding Graduate Assistant Awards to the Graduate School by **Wednesday, December 6, 2023**.

Nominators, please contact the college/school to learn about their internal eligibility requirements and deadlines.

## **Notifying the Graduate School**

Each college/school is asked to determine which students are to receive the Outstanding Graduate Assistant Award. Once selected, the college/school must log on to the GS Awards Portal at [apps.gradschool.umd.edu/GSAwardsSystem/](https://apps.gradschool.umd.edu/GSAwardsSystem/) to notify the Graduate School. The Awards Portal accepts the names of the awardees one at a time and requires an upload of their nomination cover sheet in PDF file format.

**Contact Information:** Please direct questions to Robyn Kotzker, Program Director for the Office of Funding Opportunities ([rkotzker@umd.edu](mailto:rkotzker@umd.edu), 301.405.0281)



**Outstanding Graduate Assistant Award (AY 2023-24)**  
**Teaching Assistants / Research Assistants / Administrative Assistants**  
**Nomination Cover Sheet**

**Student's Name:** \_\_\_\_\_

**Student's Department / Program:** \_\_\_\_\_

**Student's UMD Email Address:** \_\_\_\_\_

**Student is currently in their** \_\_\_\_\_ **year of their program.** (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> etc...)

**As of January 1, 2024, will this student have reached candidacy?** ☐ YES ☐ NO

**Name of Student's Academic Advisor:** \_\_\_\_\_

**Name of Department-level Nominator:** \_\_\_\_\_

*(Department-level Nominator can be the student's advisor, supervisor, DGS, or CGS)*

**RA / TA / AA Information**

**Place of Assistantship:** \_\_\_\_\_ **Supervisor, if applicable:** \_\_\_\_\_

**This student is being nominated for:** ☐ Outstanding Teaching Assistant Award  
☐ Outstanding Research Assistant Award  
☐ Outstanding Administrative Assistant Award

**Please briefly describe why this student is being nominated (or attach a separate letter)**

**Department Nominators, please submit this nomination to the student's College/School**

**College/School:** Each College/School selects OGA award recipients and notifies the Graduate School of their awardees by uploading this form to [apps.gradschool.umd.edu/GSAwardsSystem/](https://apps.gradschool.umd.edu/GSAwardsSystem/).

**Name of College-Level Contact:** \_\_\_\_\_

*(College-level Contact represents the College or School)*

**College** \_\_\_\_\_ **This is #** \_\_\_\_\_ **of** \_\_\_\_\_ **allotted award(s)**