**Teaching and Learning Center Award
Nomination Instructions and Guidelines**

**Overview**

The Teaching and Learning Center Awardpays tribute to exemplary teaching and learning centers that inspire and advance teaching and learning. This award highlights the exemplary institutional programs and accomplishments of college centers demonstrated by their impact on student success, retention and graduation. Each college is eligible to submit one nomination.

**Process**
*All nominations and supporting documentation must be submitted by* ***March 8th, 2019.***

A panel will review all nominations to identify a group of finalists and select the winner from among them. All finalists will be notified and invited to have a lead faculty member make a presentation at the AFC Conference on College Teaching and Learning concerning the work for which the center was nominated. The winner will be announced and honored at the Conference with a plaque and a $1,000 cash award.

**Nomination Instructions**

Each institution may nominate one teaching and learning center for this award. A complete nomination form for the nominee must be submitted electronically through the AFC website. A link to the form is provided on the Conference page located at: <https://www.myafchome.org/afc-conference-on-college-teaching-and-learning>.

You will be prompted to upload an electronic copy of the Teaching and Learning Center Award Narrative (described below) for inclusion in the electronic nomination form.

Payment of the required $50 nomination fee may be made by credit card through the electronic nomination form, or through a check mailed to AFC, 1725 Mahan Drive, Tallahassee, Florida 32308.

**Teaching and Learning Center Award Narrative**

***Please address the following in your narrative:***

* How do you define exemplary contributions to teaching and learning? (no more than 500 words)
* What do you consider the major exemplary institutional accomplishments? Provide documentation to substantiate your accomplishments. (no more than 1000 words)
* Submit a detailed description of the center to include the following:
	+ Mission statement with goals/current objectives (no more than 500 words)
	Center organization (staffing) (no more than 500 words)
	+ Overview of center program/services (detailed description of program(s) and services and numbers of students served (no more than 1000 words)
	+ Technology (How is technology used in the Center) (no more than 500 words)
	+ Partnerships ( How does the Center partner with others internally and externally) (no more than 1000 words)