Collegium of University Teaching Fellows Department Nomination Form PREVIEW

Submit a Nomination Here

On an annual basis, the UCLA Teaching & Learning Center invites departments to nominate doctoral students for the Collegium of University Teaching Fellows (CUTF) program, which provides an opportunity for advanced graduate student instructors to design and teach courses that contribute to expanding undergraduate access to course-based research and creative activities. Departments may nominate one student per application cycle for consideration.

Complete this online form to nominate a student. Please note that you will be asked to upload the following documents as part of the application. Include the department name and last name of the candidate in each file title (e.g. Smith_History_Syllabus; Smith_History_CV).

- Candidate Application Form
- Candidate Syllabus
- Candidate CV
- Department Nomination Letter

The nomination must be completed in one sitting. Please direct questions to cutf@teaching.ucla.edu.

Nomination Form Questions

1. Department submitting the nomination

2. Name of Department Contact Submitting Nomination

3. Email Address of Department Contact Submitting Nomination

4. Name of Nominee

5. UID of Nominee

6. Email Address of Nominee

7. Name of Department Chair

8. Email of Department Chair

9. Name of Faculty Mentor

10. Email of Faculty Mentor

11. Name of Graduate Advisor / Student Affairs Officer

12. Email of Graduate Advisor / Student Affairs Officer

13. Date of candidate's advancement to doctoral candidacy. NOTE: To be eligible to participate in CUTF, fellows must advance to doctoral candidacy by September 15 of the fellowship year.

14. Please confirm that the proposed candidate is eligible to hold an ASE appointment at 50% time at the level of Teaching Fellow during winter or spring of 2026

☐ Yes

☐ Yes, but the candidate will require an exception from DGE to exceed 12 ASE quarters
☐ Other
- If "Other," please explain:

15. Does the department anticipate that this student will be receiving funding from UCLA or extramural partners during 2025-26 that might conflict with their ability to be employed as an ASE at 50% time during their teaching quarter? If so, please describe the potential conflict.

Upload the candidate's application materials as PDF or .DOCX files. Please include the department name and last name of the candidate in each file title (e.g. Smith_History_Syllabus; Smith_History_CV).

17. Upload completed application form

18. Upload syllabus

19. Upload CV

20. Upload nomination letter signed by chair or designee