

2016-2017 Doctoral Dissertation Advisor/Mentoring Award

Nominations are due to the college October 17, 2016

Guidelines for Application

PURPOSE:

These awards are to encourage and reward excellence, innovation, and effectiveness in doctoral dissertation and Master of Fine Arts advising.

AWARD:

Each year, approximately five faculty members will receive awards of \$3000 each. An additional \$1000 will be deposited in each faculty member's department account for use in supporting doctoral or M.F.A. students.

ELIGIBILITY CRITERIA:

- 1) Only University of Florida budgeted Graduate Faculty (tenured or untenured) who supervise doctoral dissertations (Ph.D. or Ed.D.) or Master of Fine Arts theses (M.F.A.) are eligible.
- 2) Faculty must actively support graduate education through teaching, service on graduate committees and sponsorship of student research and scholarship.
- 3) As verified in GIMS, the nominee must have graduated (served as committee chair or co-chair) at least one doctoral or M.F.A. student during the preceding year (Fall 2015, Spring 2016, Summer 2016) AND must have graduated (served as committee chair or co-chair) at least two additional students with dissertations or M.F.A. degrees in the past five years (Fall 2011 through Summer 2016, inclusively).
- 4) Nominations for Dissertation Advisor/Mentoring Awards will be accepted from graduate students, former graduate students, faculty members, department chairs, graduate coordinators, and higher-level administrators. Individual faculty members may not nominate themselves.
- 5) Individuals who receive a Dissertation Advisor/Mentoring Award during the previous three years are not eligible.
- 6) The application packet must include at least two (maximum of three) letters of support from the faculty member's current or former graduate students. At least one of the letters must come from a former doctoral or M.F.A. student of the nominee.

- 7) The application packet must include a letter of support from the department chair.
- 8) The application packet must have an endorsement from the college dean or designee.
- 9) The application packet must include a printout of the faculty member's Graduate Faculty Supervisory Committee Activity Report found on the Graduate School Information Management System (GIMS). Once you are in the faculty's record, click the Mentoring Award tab located across the top of the page.
- 10) Excellence will be demonstrated by personal statement, student letters (maximum of three), and letters of support from the department and college.
- 11) The application packet must include a completed Nomination Form (page 6).
- 12) The application packet must include a signed Waiver of Access Form (page 7).

THE APPLICATION PACKET: *[Please make one pdf in the order below.]*

- 1) Nomination Form
- 2) Two to three letters of support from doctoral or M.F.A. students
- 3) Letter of support from department chair
- 4) Letter of endorsement from college dean
- 5) Graduate Faculty Supervisory Committee Activity Report *[Found in the Graduate School Information Management System (GIMS). Once in the faculty record, click the Mentoring Awards tab located across the top of the page.]*
- 6) Personal statement from the nominee
- 7) Waiver of Access Form

GRADUATE SCHOOL RESPONSIBILITIES:

- 1) Send memo to Academic Deans.
- 2) Provide lists of eligible faculty members to each college early in the fall semester.
- 3) Appoint a committee to review and select the award winners.
- 4) Report the College level nominees to the Provost so letters of recognition can be sent.
- 5) Report to Academic Affairs those candidates chosen for the Doctoral Dissertation Advisor/Mentoring Awards.
- 6) Coordinate with the President's office for the awards ceremony and Personnel office and Business Manager for payments (Faculty award winners and department accounts).

COLLEGE RESPONSIBILITIES:

- 1) Advertise the nominations for Doctoral Dissertation Advisor/Mentoring Awards at departmental levels.
- 2) Designate a college coordinator for the nomination process and inform Dean Frierson of the person's name.
- 3) Appoint a committee to evaluate the college's nominees. Select from this pool the number of nominees as indicated for your college. Provide names of committee members to Dean Frierson. College committee membership is at the discretion of the college. However, one-fourth of the membership should be Ph.D., Ed.D., or M.F.A. students.
- 4) Forward to the Graduate School Selection Committee those nominees endorsed by the college.
- 5) Colleges may establish departmental pre-selection procedures as needed.

COLLEGE COMMITTEE RESPONSIBILITIES:

- 1) Committee members are not eligible for awards.
- 2) Recommend to the college Dean the nominees to be sent to the Graduate School Selection Committee. The number of nominees to be forwarded to the Graduate School Selection Committee is indicated on page 5.

COLLEGE COORDINATORS' RESPONSIBILITIES:

- 1) Notify all nominees in writing and provide them with a list of the required materials.
- 2) Assemble the materials provided by the nominee and solicit supporting letters for department chairs or graduate coordinators and graduate students. **Please note, all nomination documents must be sent to the Graduate School electronically to Lorna Dishman at lornad@ufl.edu. We are no longer accepting hard copies. In addition, please send the application packet as one pdf and in the order listed under "The Application Packet" on page 2.**

NOMINEES' RESPONSIBILITIES:

- 1) Those wishing to continue the process will respond with a signed statement waiving access to the evaluation materials for the selection committee.
- 2) Submit a statement (two-page maximum, single spaced, 12-point font, 1 inch margins, no attachments) describing your mentoring style and its effectiveness in promoting doctoral or M.F.A. education.
- 3) Provide with your statement a printout of your Faculty Supervisory Committee Activity Report (found on Graduate School Information Management System – GIMS. Contact your departmental graduate staff for help with gathering this information).

DEADLINES:

September 16, 2016: College Academic Deans will be notified of the program and instructed to advise faculty on application procedures.

October 17, 2016: Faculty nominations (not the whole application packet) are due to the college office. The college creates internal review process.

November 7, 2016: Complete faculty application packets are due to the college for consideration.

November 7, 2016: Dean of the Graduate School appoints committee to select award recipients (Graduate School Selection Committee).

January 17, 2017: Application packets for Doctoral Dissertation Advisor/Mentoring Awards from each college are due to Graduate School; submit to Dean, 164 Grinter Hall, POB 115500. **Please note, all nomination documents must be sent to the Graduate School electronically to Lorna Dishman at lornad@ufl.edu. We are no longer accepting hard copies.**

February 13, 2017: Names of award winners submitted by Dean to the Provost.

March 2017: Announcement of award winners at a reception, the exact date to be announced by the President's office.

Doctoral Dissertation Advisor/Mentoring Awards

2016-2017

The maximum number of nominations that the college may forward to the Graduate School Selection Committee:

Agricultural and Life Sciences	3
Business Administration	1
Dentistry	1
Design, Construction & Planning	1
Education	2
Engineering	5
Fine Arts	1
Health and Human Performance	1
Journalism and Communications	1
Law	1
Liberal Arts and Sciences	4
Medicine	2
Natural Resources and Environment	1
Nursing	1
Pharmacy	1
Public Health and Health Professions	3
Veterinary Medicine	1

Each college is asked to nominate faculty who supervise doctoral dissertations or M.F.A. theses for a \$3,000 award plus \$1,000 in the department's account to support doctoral or M.F.A. students. General criteria include graduating a minimum of one student in the past year and a total of three in the past five years.

**NOMINATION FORM FOR DOCTORAL DISSERTATION
ADVISOR/MENTORING AWARD**

The college must receive nominations by October 17, 2016 (Use this form)

The last day the college can receive completed application packets is November 7, 2016

The last day for colleges to submit application packets to the Graduate School is January 17, 2017.

1. Name of dissertation or M.F.A. advisor you are nominating (nominee)

2. Department and college of nominee

3. Person making nomination is (circle one):

- a. Doctoral or M.F.A. student
- b. Faculty
- c. Administrator
- d. Former graduate student

4. State why you believe this mentor should receive a dissertation advisor/mentoring award; be as specific as possible. You may wish to address aspects of his/her mentoring effectiveness, innovation, creativity, ability to interest students, commitment and dedication, fairness, techniques, and intellectual impact. (You may write on the back of this form or attach a letter).

5. Return this form to your college representative:

6. Your name (please print) _____

Name of person making nomination will be treated confidentially

7. Signature _____

Waiver of Access Form

I waive my right to review the materials used in the selection process for the Doctoral Dissertation Advisor/Mentoring Award for 2016-2017.

Faculty name (Please Print)

Date

Signature