

# CALS Graduate Teacher/Advisor of the Year Award: 2018

Complete Nomination Packets are Due to the CALS Dean's office Friday November 30, 2018 by 5:00 pm  
Electronically submit as a PDF to [wysocki@ufl.edu](mailto:wysocki@ufl.edu)

## **ELIGIBILITY CRITERIA FOR NOMINEES:**

- 1) The individual must be a graduate faculty member, tenured or untenured, who has been actively involved in graduate teaching, advising, or mentoring graduate students during the current calendar year **Spring 2018, Summer 2018, Fall 2018**). The faculty member must teach at least one graduate class during this time period.
- 2) There must be evidence of excellence and effectiveness in graduate teaching/advising/mentoring as demonstrated by student evaluations, observations by peers and the department chair, letters of support from students, and supervisors
- 3) and other materials compiled by the nominee/applicant. Evidence is not limited to the current calendar year.
- 4) There must be evidence of innovation in graduate teaching, advising, or mentoring graduate students. Evidence is not limited to the current calendar year.
- 5) Individuals who received graduate teaching/advising/mentoring awards at the college or university level during the previous two years are not eligible.

## **NOMINEES' RESPONSIBILITIES:**

1. Submit a portfolio of material as outlined in Table 1.
2. All sections of the portfolio are to be labeled in header with candidate's name and department and typed in 12 point font. The portfolio cannot exceed page limitations. Those whose portfolios exceed the page limits will not be reviewed at the college level.
3. Chair's letter: Should directly address how nominee's graduate advising/mentoring fulfills the criteria stated in item 5 (5A, 5B, 5C, 5D, 5E).
4. Teaching/Advising/Mentoring Philosophy: a statement of the nominee's approach to graduate teaching, advising, and mentoring. A statement of the pedagogical methods they employ, and the ways in which they have met the criteria.
5. All documentation should, wherever possible, address the criteria.
  - A. Evidence of an approach to graduate teaching/advising/mentoring that is engaging, rigorous, creative, and innovative.
  - B. Evidence of an ability to promote critical, independent, and original thinking in students, including in active guidance of student research projects, portfolios, etc.
  - C. Evidence of effective communication with and responsiveness to students.
  - D. Evidence of leadership in graduate teaching, advising and mentoring (which may include supervision of graduate assistants; publications; professional engagement, etc.).
  - E. Evidence of lasting impact on students and investment in their success beyond UF.
6. Excellence, innovation and quality (not quantity) should be demonstrated in the portfolio material.
7. Complete the appropriate section (sign it, etc.) of the Graduate-Teacher-Advisor-Nominee Signature Form-2018 (On CALS website <http://cals.ufl.edu/trc/teaching-awards.php>).

**Table 1 Portfolio Guidelines: Graduate Teacher/Advisor of the Year Award**

<b>*Section</b>	<b>Topic</b>	<b>Maximum No. Pages</b>
1.0	<b>Cover Page</b> (Name, title, department/center.)	1
2.0	<b>Chair's Letter</b> (Addresses how nominee's advising/mentoring meets criteria.)	2
3.0	<b>Teaching/Advising/Mentoring Philosophy</b> (Address criteria when possible.)	1
4.0	<b>Student Evaluations</b> (Numerical evaluations from previous 2 academic years.)	6
5.0	<b>Student Letter(s)</b> <i>No Current students</i> from classes you teach, fall 2018) (Suggestion: Include at least 1 letter from a former student.)	6
6.0	<b>Peer Teaching Evaluations</b> (If available, and if they speak to graduate teaching, advising, mentoring, all the better.)	3
7.0	<b>Evidence of the 5 Criteria</b> (5A, 5B, 5C, 5D, 5E) listed in item 5 above.	5
8.0	<b>Teaching/Advising/Mentoring Awards/Honors</b>	1
9.0	<b>Publications On Teaching/Advising/Mentoring</b> (Information on articles or other publications on teaching, advising, and mentoring.)	1
10.0	<b>Nominee Signature Form</b> (Found on CALS website.)	1
	<b>TOTAL MAXIMUM PAGES</b>	<b>27</b>

\* Use the Section #'s and topics listed to organize packet.