

2016-2017 UNDERGRADUATE FACULTY ADVISING/MENTOR OF THE YEAR AWARDS
GUIDELINES FOR APPLICATION

September 2016

PURPOSE: These awards are to encourage and reward excellence, innovation, and effectiveness in undergraduate faculty advising/mentoring.

ELIGIBILITY:

- 1) Nominations for the college-level Undergraduate Faculty Advising/Mentor awards may be solicited from:
 - Former students, faculty members, department chairs, and/or higher-level administrators.
 - Self-nomination is acceptable, but must be selected at the college level before being forwarded for consideration at the university level.
- 2) Individuals who received an Undergraduate Faculty Advising/Mentor award at the college or university level during the previous two years are not eligible. (Current award committee members are not eligible nor can they submit letters of support.)
- 3) The individual must be a *faculty* member (tenured, tenure-track or other regular faculty appointment including lecturer or clinical faculty, but not OPS appointees) who has been engaged in undergraduate faculty advising/mentoring for at least the two most recent **calendar** years.

PACKET MATERIALS:

- 1) Nominees must submit a portfolio of material as outlined on Attachment #2.
 - a) Chair's letter: Should directly address how nominee's mentoring fulfills the criteria.
 - b) Mentoring Philosophy: a statement of the nominee's approach to mentoring, the pedagogical methods they employ, and the ways in which they have met the criteria.
 - c) Documentation: Required and Optional. The documentation should, wherever possible, address the criteria.
- 2) All sections of the portfolio are to be labeled in header with candidates 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 University level.

CRITERIA:

- 1) Evidence of an approach to mentoring that is engaging, rigorous, creative, and innovative.
- 2) Evidence of an ability to promote critical, independent, and original thinking in students, including in active guidance of student research projects, portfolios, etc.
- 3) Evidence of effective communication with and responsiveness to students.
- 4) Evidence of leadership in mentoring (which may include supervision of student assistants and associates and instructors; publications; professional engagement, etc.).
- 5) Evidence of lasting impact on students and investment in their success beyond UF.

NOMINEES' RESPONSIBILITIES:

- Submit a portfolio of material (one PDF) as outlined on Attachment #2.
- Complete the appropriate section of the Undergraduate Faculty Advising/Mentor of the Year Nominee Cover Page (Attachment #1)

COLLEGE DEAN OR DESIGNEE RESPONSIBILITIES:

- Identify a college coordinator for the nomination process; provide the name to Associate Provost's Office, Ileana McCray (mccrayi@ufl.edu). Announce the nominations for Undergraduate Faculty Advising/Mentor Awards at college and departmental level.
- Appoint a committee to evaluate the nominees and recommend candidates equal to the number of awards allocated to the college. Provide names of committee members to Ileana

McCray (mccrayi@ufl.edu). (Committee members are not eligible for the award nor can they submit support letters.)

- The committee members must include at least one previous college-level award winner and other individuals with established undergraduate faculty advising/mentoring reputations.
- Students are to be selected by the relevant college student council and must make up no less than one-fourth of the membership.
- Select nominees to be forwarded to the University-wide level.
- Complete Dean/Director portion of Attachment #1.

COLLEGE COORDINATORS' RESPONSIBILITIES:

- Notify all nominees and provide them with a list of the materials required, and criteria listed above.
- Assist candidate in assembling the required materials and in soliciting any supporting letters from department chairs, peers, students, etc.
- Ensure that the page limits for portfolio do not exceed limits. Portfolios that exceed page limits will not be considered for the University-level awards.
- Complete the Cover Page (Attachment #1) for each awardee, (college-level and University-level). One sheet for each person who will be receiving a plaque at the Awards Reception.
- For University-level nominees ONLY, a nomination packet (one PDF of Attachment #2) must accompany the Cover Page.

COLLEGE COMMITTEE RESPONSIBILITIES:

- Recommend to respective Dean/Director the individuals to receive the college-level awards.
- From the college-level awardees, recommend University-wide candidates.

DEADLINES:

September 2016:

Associate Provost notifies Academic Deans and Directors of the Undergraduate Faculty Advising/Mentor Awards program and requests that they advise faculty on application procedures for college awards

November 2016:

Last day nominations can be received for consideration by college-level committees

January 27, 2017:

The following electronic PDF materials are due in the Office of the Associate Provost (to Ileana McCray, mccrayi@ufl.edu):
(A) Attachment #1 (Cover Page) for all college-level award recipients;
(B) Portfolios (PDF of Attachment #2) for each nominee for a University-wide award **along** with the Cover Page.

February 2017:

Review is conducted by University-wide award selection committee.

Early March 2017:

Names of University-wide recommended award winners are submitted by Associate Provost to Provost.

ATTACHMENT #1

UNDERGRADUATE FACULTY ADVISING/MENTOR AWARDEE INFORMATION
Cover Page

Due January 27, 2017 to Ileana McCray, mccrayi@ufl.edu

Complete one sheet (without packet) for each college-level awardee.

Complete one sheet with packet for each University-wide nominee.

Please type in all information:

College: _____

Department/Unit: _____

Nominee Information:

Full Name and Title: (Dr., Ms., etc.) _____

(Please indicate name and academic credentials as they should appear on the plaque.)

Position Title: _____ UFID: _____

Phonetic Pronunciation of Name: _____

Email address of nominee: _____

Award Level: (select one)

_____ College-level award only

_____ College-level award AND university-level award nominee (packet attached).

Earning Account Code #: _____

(Earning Account Code # is the HR Account Number)

Dept. Code (Dept. ID): ____ _ (must include all 8 digits)

College budget office contact/email: _____

(Provost Office will advise when payments will occur or should be processed by College)

Nominee Signature

Dean's Signature

2016-17 Undergraduate Faculty Advising/Mentor of the Year Portfolio
ATTACHMENT #2

- If you use UF colors and/or logos in packet materials, please adhere to the most recent UF Brand Center Guidelines: <http://www.identity.ufl.edu/policies-guidelines/signature-usage/>
- You may include links to web-based materials; however, please select representative examples. Do not include links to entire courses, or to information only accessible via password.
- Please use the section headings as listed below; do not add additional sections.
- Key your responses, as appropriate, to the stated criteria in the "Guidelines."

UNDERGRADUATE FACULTY ADVISING/MENTOR AWARD

*Section	Topic	Maximum No. Pages
1.0	Cover page (Attachment 1)	1
2.0	Chair's Letter	2
3.0	Mentoring philosophy (include # of students mentored in past 2 years)	1
4.0	Documentation - Required	n/a
4.1	Student evaluations: numerical evaluations from previous 2 academic years	6
4.2	Student letter(s) (NO CURRENT STUDENTS)	6
4.3	Peer teaching evaluations, if available (most recent 2 years; NO CURRENT MEMBERS OF EVALUATION COMMITTEE)	6
4.4	Evidence of 5 criteria listed in the "Guidelines", including metrics on student success	5
5.0	Documentation - Optional	n/a
5.1	Mentoring Awards/Honors	1
5.2	Bibliography of articles or other publications on mentoring	1
	TOTAL MAXIMUM PAGES	29

*Use the Section #'s listed to organize packet