

CALS Undergraduate Faculty Advising/Mentor of the Year Award: 2016

Complete Nomination Packets Due to the CALS Dean's office Wednesday November 30, 2016 by 5:00 pm

Electronically submit as a PDF to wysocki@ufl.edu

ELIGIBILITY CRITERIA FOR NOMINEES:

- 1) Nominations can 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 advising award at the college or university level during the previous two years are *not* eligible. Current CALS and UF evaluation committee members are not eligible. CALS evaluation committee members are listed under appointed committees at: <http://cals.ufl.edu/faculty-staff/committees.php>.
- 3) The individual must be a regular faculty member (tenured, tenure-track or other 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 (**spring 2015, summer 2015, fall 2015, spring 2016, summer 2016, and fall 2016**).

PACKET MATERIALS:

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 university level.
3. Chair's letter: Should directly address how nominee's advising/mentoring fulfills the criteria stated in item 5.
4. Advising/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.
5. All documentation should, wherever possible, address the following criteria:
 - A. Evidence of an approach to 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 advising and mentoring (which may include supervision of student assistants and associates and instructors; 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 Undergraduate Faculty Advising/Mentor of the Year Nominee Cover Page (On CALS website <http://cals.ufl.edu/trc/teaching-awards.php>).

Table 1. Portfolio Guidelines: Undergraduate Faculty Advising/Mentor of the Year Award

*Section	Topic	Maximum No. Pages
1.0	Cover Page (Use Attachment 1.) (Be sure to complete your section and sign it.)	1
2.0	Chair's Letter (Addresses how nominee's mentoring meets criteria.)	2
3.0	Advising/Mentoring Philosophy (Include no. of students mentored in past 2 years.)	1
4.1	Student evaluations: (Numerical evaluations from previous 2 academic years) (The UF committee believes student evaluations speak to your ability to mentor. If you have any evaluations from your mentees, put them here as well.)	6
4.2	Student Letter(s) No Current students from classes you teach fall 2016) (Suggestion: Include at least 1 letter from a former student.)	6
4.3	Peer Teaching Evaluations (If available and if they speak to mentoring. UF put this in their guidelines. Include most recent 2 years.)	6
4.4	Evidence of the 5 criteria (5A, 5B, 5C, 5D, 5E) listed in item 5 above.	5
5.1	Advising/Mentoring Awards/Honors	1
5.2	Bibliography of Articles or Other Publications on Mentoring	1
	TOTAL MAXIMUM PAGES	29

* Use the Section #'s and topics listed to organize packet. The numbering corresponds to the UF guidelines.