

CALS Undergraduate Faculty Advising/Mentor of the Year Award: 2017

Complete Nomination Packets Due to the CALS Dean's office Thursday November 30, 2017 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 2016, summer 2016, fall 2016, spring 2017, summer 2017, and fall 2017**).

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 (5A, 5B, 5C, 5D, 5E).
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 of the nomination cover page (sign it, etc.). File name: Cover-Page-UG-Faculty-Advising-Mentoring-Award(2017). This is located on the CALS website <http://cals.ufl.edu/trc/teaching-awards.php>.

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

- 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/>.
- 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.

*Section	Topic	Maximum No. Pages
1.0	Cover Page (Use Attachment 1 and 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
4.0	Documentation required for all subsections in section 4. Do not create a separate heading for section 4.0, but start with a separate heading for section 4.2.	n/a
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 2017) (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. Current CALS Teaching Awards Committee members cannot have participated in your peer assessment.)	6
4.4	Evidence of the 5 Criteria (5A, 5B, 5C, 5D, 5E) listed in item 5 above.	5
5.0	Documentation is optional for all subsections in section 5, but strongly encouraged if you have things to document. Do not create a separate heading for section 5.0, but start with a separate heading for section 5.1.	n/a
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.

Note: Do not include links and extraneous material.