

# CALS Excellence in Graduate Program Support Award (2023-2024)

**Nominations Open:** September 15<sup>th</sup>

**Nominations Due:** Wednesday November 29, 2023 (5 pm) to [wysocki@ufl.edu](mailto:wysocki@ufl.edu)

**Description:** CALS award program to recognize excellence in graduate student program support.

**How Recognized:** Recognized at the CALS Leadership and Awards Banquet.

**Cash Award:** \$1,000.

## Eligibility Criteria for Nominees:

1. Nominations may be solicited from former students, faculty members, department chairs, and/or higher-level administrators.
  - a. Self-nomination is acceptable.
  - b. The CALS Dean's office will verify the eligibility of the nominee and encourage them to apply for this award.
2. Nominees are to have worked in the college (in the college's Deans office or for a CALS department/school/program) for at least the two most recent calendar years (2021 and 2022).
3. Faculty are not eligible for this award as they can be nominated for the CALS Graduate Teacher/Advisor of the Year Award.
4. Individuals who received this award at the college level during the **previous three years** are not eligible.
5. Current CALS Teaching and Advising Awards Selection Committee members are not eligible, nor can they submit letters of support. CALS evaluation committee members are listed under appointed committees at: <https://cals.ufl.edu/faculty-staff/committees/>

## Application Process:

1. Submit completed packets (see Table 1 below) to the CALS Dean's office ([wysocki@ufl.edu](mailto:wysocki@ufl.edu)) by Wednesday November 29, 2023 (5 pm).
2. All sections of the portfolio are to be labeled in header with candidate's name and department. Use a 12-point font. The portfolio cannot exceed page limitations.
3. All documentation should, wherever possible, address the following **criteria**:
  - a. Job performance of the nominee.
  - b. Nominee's ability to provide excellent service and collaboration with graduate students, faculty, and other staff.
  - c. How the nominee fosters an inclusive environment that leads to academic success and communication in a diverse setting.
  - d. Nominee's willingness to go above and beyond expectations.
  - e. Nominee's initiative, creativity, and the sustainability of programs and services.

**Table1: Portfolio Materials to Include:**

<b>*Section</b>	<b>Topic</b>	<b>Max Pages</b>
1.0	<b>Cover Page</b> Use the attached form.	1
2.0	<b>Narrative</b> (35% weight) Describe the context for what you do relative to this award, addressing your philosophy/approach to performing duties, successes and impacts, and your future goals. Please provide an approximate percentage of your time that you spend on graduate student matters.	2
3.0	<b>Chair's Letter of Evaluation</b> (10% total weight) One letter of recommendation from the current Unit's Chair or Graduate Coordinator.	2
	<b>Student Letter of Evaluation</b> (10% total weight) One letter of recommendation from a recent graduate (MS or PhD).	2
	<b>Supervisor or Faculty Letter of Evaluation</b> (10% total weight) One letter of recommendation from the nominee's supervisor or a faculty member of the unit, or a current graduate student in the unit.	2
4.0	<b>Resume</b> (20% weight) Highlight UF employment and activities, as well as, other activities such as community involvement, leadership roles, and professional development.	1
5.0	<b>Annual Evaluation</b> (15% weight) Provide a summary of the UF Engaged process during the last annual evaluation period.	3
<b>Total Maximum Pages</b>		13

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

Past winners and application materials for this award are located on the CALS website <https://cals.ufl.edu/faculty-staff/teaching-support/teaching-advising-awards/>

**Questions?** Contact Allen Wysocki ([wysocki@ufl.edu](mailto:wysocki@ufl.edu))