

CALS Graduate Teacher/Advisor of the Year Award (2023-2024)

Nominations Open: September 15th

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

Description: CALS award program to recognize effective teaching/advising/mentoring of graduate students.

How Recognized: Recognized at the CALS Leadership and Awards Banquet. Part of the Platform Party during the CALS Spring Student Recognition Ceremony (graduation weekend).

Cash Award: \$2,000.

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. 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 2023, Summer 2023, Fall 2023**). The faculty member must teach at least one graduate class during this period.
3. Individuals who received this award at the college or university level during the **previous two years** are not eligible.
4. 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) by Wednesday November 29, 2023.
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** and is not limited to the current calendar year:
 - a. Evidence of an approach to graduate teaching/advising/mentoring that is engaging, effective, 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.

Table 1 Portfolio Materials to Include:

*Section	Topic	Max Pages
1.0	Cover Page <ul style="list-style-type: none"> Use the form provided. 	1
2.0	Chair or Supervisor’s Letter (15% weight) <ul style="list-style-type: none"> Address how nominee’s graduate advising/mentoring meets criteria (3a, 3b, 3c, 3d, 3e from application process). State how has this nominee excelled when compared to others within the department, college and university. 	2
3.0	Teaching/Advising/Mentoring Philosophy (15% weight) <ul style="list-style-type: none"> Address criteria when possible, stating the pedagogical methods employed. Nominee’s statement of the context of their teaching/advising/mentoring, philosophy regarding teaching/advising/mentoring, and the educational goals for their teaching/advising/mentoring. How have these been put into practice? 	1
4.0	Student Evaluations (10% weight) <ul style="list-style-type: none"> Follow the guidelines stated below and numerical detail from evaluations of the previous 2 academic years. 	No Limit
5.0	Student Letter(s) (15% weight) <ul style="list-style-type: none"> <i>No Current students</i> from classes you teach, fall 2021. Suggestion: Obtain at least 3 letters, with at least 1 former student letter. 	3 letters Max
6.0	Peer Teaching Evaluations (10% weight) <ul style="list-style-type: none"> If available, and if they speak to graduate teaching, advising, mentoring, all the better. 	3
7.0	Evidence of the 5 Criteria (20% weight) <ul style="list-style-type: none"> (3a, 3b, 3c, 3d, 3e from application process) listed in item 3 above. Excellence, innovation, and quality (not quantity) should be demonstrated in the portfolio material. The degree to which the nominee has an exemplary record of contributing to student success through such activities as academic and career advising, graduate research, mentoring, supervising internships, competitive team activities, career exploration or placement, advising of student associations (on campus, regionally or nationally), graduate committee service, etc. 	5
8.0	Teaching/Advising/Mentoring Awards/Honors (5% weight) <ul style="list-style-type: none"> Teaching/advising/mentoring awards and honors from any level – department, college, university, discipline. 	1
9.0	Bibliography on Teaching/Advising/Mentoring (10% weight) <ul style="list-style-type: none"> Information on articles or other publications on teaching, advising, and mentoring. Include participation in the CALS Teaching Enhancement Symposium, leading departmental seminars on teaching/advising, leading professional society sessions on teaching. 	1

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

To prepare your evaluations for inclusion in the portfolio:

- 1) Access and download your evaluation report through the path outlined on the Gator Evals OPT Download site: <https://gatorevals.aa.ufl.edu/instructors/instructor-reports/gatorevals-myuf1-report/>.
- 2) The first item in the report is a table listing your evaluation summaries alphabetically by course prefix. Delete all the rows of data except those for courses taught in the terms relevant for this award.
 - You may reformat the table and add headings so that courses taught in the same semester appear together.
- 3) The rest of the report is a printout of student evaluations from most- to least-recent semester and year.
 - Delete all evaluations except those for courses taught in the terms relevant for this award.

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)