This document explains who is eligible for the FA/MOY award and **how to prepare the application materials**. Information on the roles and responsibilities of the individuals involved in the process of applying for the award and reviewing the applications is available in the "Guidelines for Administration."

PURPOSE: These awards encourage and reward excellence, innovation, and effectiveness in formal faculty advising/mentoring of undergraduate students. "Formal" denotes work with a population broader and less self-selected than students enrolled in your classes. Examples include but are not limited to service as undergraduate or experiential learning coordinator in a unit; course coordinator for a large enrollment course; or research, career, and/or student success mentoring for a broad cross-section of students.

ELIGIBILITY:
1) Nominations for the college-level Undergraduate Faculty Adviser/Mentor awards may be solicited from past students (e.g., not students you are advising or teaching while you are preparing this application), faculty members, department chairs, and/or higher-level administrators.
   - Self-nomination is acceptable at the college level before
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) Nominees must be *faculty* members (tenured, tenure-track or other regular faculty appointment including lecturer or clinical faculty, but not OPS appointees) who have been engaged in formal undergraduate faculty advising/mentoring for at least the two most recent **_calendar_** years.

NOMINEES' RESPONSIBILITIES:
1) Complete the appropriate section of the Undergraduate Adviser/Mentor of the Year Awardee Information Cover Page (available at https://aa.ufl.edu/awards/uf-internal-awards/teacher--adviser-of-the-year/) and include it as Page One of your portfolio
2) Solicit letter of support from your chair/director
   - Letter should be submitted directly to College Coordinator
3) Solicit up to three letters of support from former students
   - Letters should be included in the portfolio
4) Submit a single PDF portfolio that includes all material outlined in the table below to your College Coordinator

SPECIFICATIONS FOR LETTERS OF SUPPORT
1) Chair's letter of support:
   - 1-2 pages that directly address how the nominee's advising/mentoring meets the criteria enumerated in the table below
   - Submitted directly to the College Coordinator, who adds it to the portfolio
2) Student letters of support:
   - Up to three letters
   - Submitted to faculty for inclusion in the portfolio
   NOTE: Do not solicit letters from students you are advising or teaching during the semester you prepare this packet

INSTRUCTIONS FOR PRESENTING COURSE EVALUATIONS
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-myufl-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 two prior academic years. (An academic year includes a summer, fall, and spring semester.)
   • 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 the evaluations except those for courses taught in the terms relevant for this award.

Add the abbreviated table and appropriate evaluations to the portfolio as item 4.1.

PORTFOLIO MATERIALS
As you prepare your portfolio, be aware that:
- All sections of the portfolio should be typed in 12-point font and labeled in header with candidate's name and department.
- If you use UF colors and/or logos in packet materials, you should adhere to the most recent UF Brand Center Guidelines: http://www.identity.ufl.edu/.
- You may include links to publicly accessible web-based materials (e.g., no Gatorlink required for access), but please select representative examples.
- You should organize your portfolio into sections using headings listed in the table below; do not add additional sections.

Portfolios should include:

*Section	Materials	Limitations
1.0	Completed Cover page	Max 1 page
2.0	Number of students advised/mentored in past 2 years • Include brief explanation of the advising context (e.g., "as undergraduate coordinator")	Max 1 page
3.0	Advising/Mentoring philosophy • A brief general statement of the values and methods that animate your advising/mentoring	Max 2 pages
Required Documentation ALL MATERIALS SHOULD BE FROM THE PREVIOUS <u>TWO</u> ACADEMIC YEARS		
4.1	Student evaluations: • Summary table and printouts from the relevant semesters as described above	N/A
4.2	Student letters of support • Do not solicit letters from students you are advising or teaching during the semester you prepare this packet	No more than 3
4.3	Peer teaching evaluations • Do not solicit evaluations from current members of the evaluation committee	No more than 2
5.0	Demonstration of alignment with evaluation criteria. Explain and give examples of how your advising/mentoring aligns with the evaluation criteria. Provide a brief (1-2 paragraph) discussion of each item.	Max 5 pages

5.1	• *Advising/mentoring that is engaging, rigorous, creative, and innovative.*	
5.2	• *The ability to promote critical, independent, and original thinking in students, including in active guidance of student research projects, portfolios, etc.*	
5.3	• *The ability to communicate effectively and responsively to students.*	
5.4	• *Leadership in advising/mentoring (which may include supervision of student assistants and associates and instructors; publications or professional engagement around advising or mentoring, etc.).*	
5.5	• *Lasting impact on students and investment in their success beyond UF.*	
Optional Documentation ALL MATERIALS SHOULD BE FROM THE PREVIOUS <u>FOUR</u> ACADEMIC YEARS		
6.1	Advising/Mentoring Awards/Honors received • List each award name and the awarding body, and give a brief description	Max 1 page
6.2	Articles or other publications on advising/mentoring • List each publication, any co-authors, and provide a brief abstract	Max 1 page

*Use the Section numbers in the left column to organize your portfolio sections. Do not exceed page or item limits.

EVALUATION CRITERIA
The evaluation committee will review all portfolio materials for evidence of:

1) Advising/mentoring that is engaging, rigorous, creative, and innovative.
2) The ability to promote critical, independent, and original thinking in students, including in active guidance of student research projects, portfolios, etc.
3) The ability to communicate effectively and responsively to students.
4) Leadership in advising/mentoring (which may include supervision of student assistants and associates and instructors; publications or professional engagement around advising or mentoring, etc.).
5) Lasting impact on students and investment in their success beyond UF.

QUESTIONS REGARDING THE APPLICATION PROCESS
Address any questions regarding the application process to your College Coordinator.