CALS Graduate Program Staff Award

Criteria for selection:
- CALS Graduate program staff will be eligible to be nominated for this award. Faculty are not eligible for this award as they can be nominated for the CALS Graduate Faculty Teacher Advisor of the Year Award.
- Worked in the college (in the college’s Deans office or for a CALS department/school/program) for at least two years.
- Individuals who have received this award will not be eligible to be nominated for three years.
- Self-nominations are acceptable.

Selection committee will be the:
CALS Graduate Teaching and Advising Awards Committee.

The selection committee will consider the following:
- Job performance.
- Excellent service and collaboration with graduate students, faculty, and other staff.
- Fosters an inclusive environment that leads to academic success and communication in a diverse setting.
- Willingness to go above and beyond expectations.
- Initiative, creativity, and the sustainability of programs and services.

Application package:
1. Narrative (35%). 2-pages, 12 pt. font double-spaced. 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. One-page resume (20%) highlighting UF employment and activities, as well as, other activities such as community involvement, leadership roles, and professional development.
3. Three letters of recommendation (each letter 10%)
   a. One letter of recommendation from the current Unit’s Chair or Graduate Coordinator.
   b. One letter of recommendation from a recent graduate (MS or PhD).
   c. One letter of recommendation from the nominee’s supervisor or a faculty member of the unit, or a current graduate student in the unit.
4. Annual evaluation (15%) from supervisor from past year.

Application time frame:
Nominee will submit entire application package by the designated November deadline to the CALS Dean's office contact.

The award will be presented at the annual CALS Scholarship and Leadership Awards Banquet, and recognized at the Spring CALS Student Recognition Ceremony. The award winner will receive $1,000.