


**MEMORANDUM**

**TO:** UAH Faculty, Research Staff, and Staff

**FROM:** Christine W. Curtis   
Provost and Executive Vice President for Academic Affairs

**SUBJECT:** 2018-19 Graduate Mentor and Advisor Award AND  
Undergraduate Research and Creative Activity Mentor Award

**DATE:** November 14, 2018

We are pleased to announce three annual awards to honor faculty, research staff, and staff who have demonstrated excellence in mentoring UAH graduate and undergraduate students.

- The Graduate Mentor Award and Graduate Advisor Awards were established in 2017.
  - The Graduate Mentor Award is awarded annually to the Graduate Faculty Member who has exemplified learning through mentoring of graduate students.
  - The Graduate Advisor Award is awarded annually to the Graduate Faculty Member or staff member who has performed at the highest level in advising students in a graduate program.
- The Undergraduate Research and Creative Activity Mentor Award was established in 2015 to honor faculty and research staff who demonstrate excellence in supporting collaborative research and creative activity with undergraduate students.

The recipients of these awards will be recognized at the Spring Faculty and Staff Awards Ceremony and Reception on Monday, April 15 from 3:00 to 5:00 PM in the Student Services Building Room 112. The reception will begin at 3:00 PM and the ceremony will start at 3:30 PM.

The awardees (up to four) will receive a one-time contribution of \$750 to be applied toward his/her professional development fund and a plaque recognizing their accomplishment.

***Nomination Procedures for the Graduate Mentor and Graduate Advisor Award***

**1. Graduate Mentor Award**

The Graduate Mentor Award honors members of the Graduate faculty who:

- Promote successful completion of students' research and degree programs by monitoring progress and offering honest, constructive feedback when needed or sought.
- Commit to advancing students' long-term professional development—throughout their journey from student to professional—by recognizing and making potential colleagues aware of their natural talents and acquired skills and by integrating students into the broader culture of the discipline.
- Ensure that students master the content and skills of their discipline, including the ability to teach or present that content to professional and non-professional audiences.
- Create a supportive environment for research and scholarship by fostering mutual respect and demonstrating sincere and active interest in the well-being of students.
- Connect students with the resources necessary to take full advantage of academic and professional opportunities and enable students by helping them develop their own local and national networks.
- Model a solid record of scholarship marked by excellence in research and teaching skills, research presentation and publication, and the exercise and nurturing of good mentoring practices.
- Exercise discernment in directing students to appropriate resources and show a willingness to work collaboratively with other faculty in multiple-mentoring relationships.

Candidates can be nominated by others at UAH or can self-nominate. All Graduate Faculty (full and associate members) are eligible to receive the award once every seven years. The process for nomination includes two letters; one by a graduate student or recent graduate (within three years) and a second letter by the department chair, associate dean or dean. The nominee should supply a current abbreviated curriculum vitae (maximum 2 pages) and a self-authored statement of mentoring philosophy. Nominees from last year, who were not selected, will automatically be considered for this year's award. Send nomination packets electronically as a single .pdf file to [tonya.welker@uah.edu](mailto:tonya.welker@uah.edu) or deliver in person to 222 Student Services Building by January 10, 2019.

## 2. Graduate Advisor Award

The Graduate Advisor Award honors staff or graduate faculty that demonstrate the following qualities:

- Availability to advisees, faculty, or staff
- Frequency of contact with advisees
- Appropriate referral activity
- Use and dissemination of appropriate information sources
- Evidence of student success rate, by advisor or department
- Caring, helpful attitude toward advisees, faculty, and staff
- Meeting advisees in informal settings

- Participation in and support of intrusive advising to build strong relationships with advisees
- Monitoring of student progress toward academic and career goals
- Mastery of institutional regulations, policies, and procedures
- Ability to engage in, promote, and support developmental advising
- Participation in and support of advisor development programs

Candidates can be nominated by others at UAH or can self-nominate. All Graduate faculty (full and associate members) and professional staff who advise graduate students are eligible to receive the award once every 7 years. The process for nomination includes two letters; one by a student or member of the Graduate faculty and a second letter by the department chair, associate dean or dean. The nominee should supply a current abbreviated curriculum vitae (maximum 2 pages) and a self-authored statement of advising philosophy. Nominees from last year, who were not selected, will automatically be considered for this year's award. Send nomination packets electronically as a single .pdf file to [tonya.welker@uah.edu](mailto:tonya.welker@uah.edu) or deliver in person to 222 Student Services Building by January 10, 2019.

### ***Selection Procedure for the Graduate Mentor and Graduate Advisor Award***

A committee of reviewers will be chosen by the Graduate Dean and include the awardees from the previous two years. The committee will review the nominations and select the candidates and recommend to the Dean the awardee. The recommendation goes to the Provost via the Dean who lends his support.

### **3. Undergraduate Research and Creative Activity Mentor Award**

The Undergraduate Research and Creative Activity Mentor Award honors faculty and research staff who demonstrate excellence in the following areas:

- Teaching of research- and project-based undergraduate courses
- Guiding undergraduate student theses, honors, capstone and creative projects
- Sponsoring UAH RCEU projects
- Writing proposals, receiving grants, and creating programs that include research and creative opportunities for undergraduate students
- Encouraging undergraduate students to disseminate their work and participate in on- and off-campus symposia, conferences, performances, etc.
- Collaborating with undergraduate students on publications
- Mentoring and preparing undergraduate students for graduate school, professional school, and career success
- Extending mentorship outside the classroom, by going above and beyond expectations of their position

Deans, center directors, and department chairs are asked to nominate outstanding faculty or researchers from their colleges, centers, and departments, respectively, for the

Undergraduate Research and Creative Activity Mentor Award. Full-time faculty and researchers, including tenured and tenure-track faculty, clinical faculty, research faculty, lecturers and research staff, at The University of Alabama in Huntsville who have mentored undergraduate students in research and creative activities are eligible to be nominated. Each college and research center is eligible to submit one nominee per year. The Interim Vice President for Research and Economic Development will select one nominee from the center nominations to be put forward for the award.

After preselection within the unit, each college and each research center should nominate a single candidate by sending a nomination packet electronically as a single .pdf file to [academicofficial@uah.edu](mailto:academicofficial@uah.edu) or deliver in person to 303 Student Services Building by January 10, 2019. The nomination packet should include:

- a letter of nomination from a dean, center director or department chair that addresses each of the nominating criteria (limit one page)
- a current abbreviated curriculum vitae of the nominee (maximum 2 pages)
- a self-authored statement of mentoring philosophy from the nominee, including a list of undergraduate students and research/creative projects that the nominee has mentored in the past three years, as well as notable accomplishments achieved by students
- a letter of support from a mentored student outlining the nominee's mentoring skills and how they have impacted the student (limit one page)

A selection committee composed of the Associate Deans, Associate Provost, Associate Vice President for Research and Economic Development, and the previous years' award winner(s) will review applications and recommend the awardee(s) to the Provost. Up to two recipients can be named for the award. All awardee information must be received in the Provost's Office by February 12, 2019.