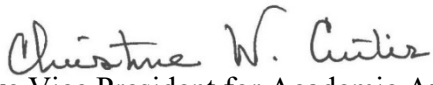


MEMORANDUM

TO: UAH Faculty, Research Staff, and Staff

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

SUBJECT: 2020-21 Graduate Mentor and Advisor Award *and*
Undergraduate Research and Creative Activity Mentor Award

DATE: December 3, 2020

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 April 16, 2021, from 3:00-5:00 p.m. in the Student Services Building Room 112 or virtually, if necessary.

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

Nomination Procedures for the Graduate Mentor and Graduate Advisor Awards

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 affiliate 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 vita (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 academicofficial@uah.edu by January 25, 2021.

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 affiliate members) and professional staff who advise graduate students are eligible to receive the award once every seven years. The process for nomination includes two letters: one by a graduate 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 vita (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 academicofficial@uah.edu by January 25, 2021.

Selection Procedures for the Graduate Mentor and Graduate Advisor Awards

A committee of reviewers will be chosen by the Acting Associate Provost and include the awardees from the previous two years. The committee will review the nominations and recommend candidates to the Acting Associate Provost. The Acting Associate Provost endorses the nominations and recommends the candidates to the Provost by February 25, 2021.

Nomination Procedures for the Undergraduate Research and Creative Activity Mentor Award

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 Vice President for Research and Economic Development will select one nominee from the center nominations to be put forward for the award.

Selection Procedures for the Undergraduate Research and Creative Activity Mentor Award

After preselection within the unit, each college and research center should nominate a single candidate by sending a nomination packet electronically as a single .pdf file to academicofficial@uah.edu by January 25, 2021. 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 vita (maximum 2 pages)
- a self-authored statement of mentoring philosophy 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 the 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 winners will review applications and recommend the awardee(s) to the Provost by February 25, 2021. Up to two recipients can be named for the award.

Cc: Sean M. Lane, Acting Associate Provost
David Cook, Director of Undergraduate Research