

The Graduate School is pleased to announce the call for nominees for the annual **Graduate Faculty and Staff Awards**. Each award includes a \$2,000 honorarium and a citation presented during Graduate Student Appreciation Week. Descriptions of the awards and the nomination process are below.

The **Outstanding Graduate Mentor Awards** honor Graduate Faculty recognized by their departments and their graduate students as excellent graduate mentors. Up to two awards for faculty in each of the academic colleges will be granted annually. Each award includes a \$2,000 honorarium and a citation presented during Graduate Student Appreciation Week.

All graduate faculty members working in academic programs are eligible for nomination by current or former graduate students, GARs, other graduate faculty, or department chairs. The award recipients will be selected based on their demonstrated abilities to advise, support, sponsor and inspire graduate students in making progress toward completion of their degrees and becoming members of a larger professional community. Graduate faculty who perform outstandingly in directing dissertations or theses, leading research groups, coaching individual performers, serving as department advisors, or mentoring graduate students in other capacities outside the classroom are eligible for nomination. After nominees consent to be considered for the award, nominations should be submitted to their college and must include:

- Name and email address of nominee
- Department
- College
- Nominator(s) and role (e.g., current or former advisee, group of advisees, GAR, chair) and email address of nominator(s)
- Letter of support (up to 500 words) from nominator(s) explaining why the nominee should receive the award
- Second letter of support completed by faculty member who can speak to the nominee's mentoring ability
- Nominee's cv with
  - scholarly or creative activities co-authored with students annotated or highlighted
  - dissertation and thesis committees *chaired* clearly denoted
  - list of students mentored including student placement
- Nominee's mentoring statement describing their mentoring philosophy and how they apply these ideas in mentoring their graduate students

Each college will select up to two Graduate Faculty from the nominees. Colleges will set deadlines for internal submission. Each college will forward the nomination packets for the selected nominees to the Graduate School by **March 28, 2025**.

The **Outstanding Graduate Advisor of Record Awards** honor GARs recognized by their department's faculty, staff, and graduate students as excellent program directors. In each of the academic colleges, awards will be made to one GAR for a Master's program and one GAR for a PhD program. Each award includes a \$2,000 honorarium and a citation presented during Graduate Student Appreciation Week.

All faculty members who have served as GAR for at least two years and who served as GAR in the previous calendar year are eligible for nomination by current or former graduate students, program faculty, or department chairs. GARs should have an outstanding record of advising and supporting graduate students in their program; should have instituted innovative, new, or effective ways to advise or support graduate students; and should have made a positive impact on graduate students and/or the graduate program. After nominees consent to be considered for the award, nominations should be submitted to their college and must include:

- Name and email address of nominee
- Nominee's dates of service as GAR
- Department
- College
- Nominator(s) and role (e.g., current or former advisee, group of advisees, staff, faculty, department chair) and email address of nominator(s)
- Nomination letter of support (up to 500 words) from nominator(s) explaining why the nominee should receive the award, providing evidence and specific examples that demonstrate outstanding performance
- At least one but up to three additional letters of support from among the following: current or recent past graduate students, program faculty, or program staff with email addresses
- Graduate program materials relevant to the nomination, including information describing the nominee's role in their production or development (e.g. conceptualization, design, writing, editing, etc.) or a written statement from the nominee describing projects, initiatives, and achievements relevant to service as GAR

Each college will select one Master's GAR and one PhD GAR from the nominees. Colleges will set deadlines for internal submission. Each college will forward the nomination packets for the selected nominees to the Graduate School by **March 28, 2025**.

The **Outstanding Graduate Program Coordinator Awards** honor staff recognized by their college and department's faculty and graduate students as providing excellent support to program students and faculty. In each of the academic colleges, awards will be made to two Program Coordinators. Each award includes a \$2,000 honorarium and a citation presented during Graduate Student Appreciation Week.

All staff who have provided program support to faculty and graduate students as part of their responsibilities at either the department or college level for at least two years and who served in this role in the previous calendar year are eligible for nomination by current or former graduate students, GARs, program faculty, or department chairs. Program coordinators should have an outstanding record of serving as an effective advocate for graduate students in their program(s); being an effective liaison between students and faculty when needed, between the program(s) and the Graduate School, and between other program coordinators; ensuring program and Graduate School regulations governing graduate degrees are adhered to; anticipating and preventing as well as resolving problems; and carrying out administrative functions effectively and efficiently. Nominations should be submitted to their college and must include:

- Name and email address of nominee
- Nominee's dates of service as Graduate Program Coordinator (this title is not required for eligibility)
- Department
- College
- Nominator(s) and role (e.g., current or former graduate student(s), GAR, department chair, AD) and email address of nominator(s)
- Letter of support (up to 500 words) from nominator(s) explaining why the nominee should receive the award, providing evidence and specific examples that demonstrate outstanding performance
- At least one but up to three additional letters of support from among the following: current or recent past graduate students, program faculty, or program staff, with email addresses
- Graduate program materials relevant to the nomination, including information describing the nominee's role in their production or development (e.g. conceptualization, design, writing, editing, etc.) or a written statement from the nominee describing projects, initiatives, and achievements relevant to service as Graduate Program Coordinator

Each college will select up to two Graduate Program Coordinators from the nominees. Colleges will set deadlines for internal submission. Each college will forward the nomination packets for the selected nominees to the Graduate School by **March 28, 2025**.