

Doctoral Mentoring Awards

PURPOSE

The Doctoral Mentoring Award encourages and rewards excellence, innovation and effectiveness in mentoring doctoral students through their dissertation. Through this award, the Office of Graduate Studies seeks to recognize faculty members who have made outstanding contributions to the education, guidance and professional development of graduate students.

AWARD

Each year, three outstanding faculty members will be recognized by the Office of Graduate Studies with a Doctoral Mentoring Award. Each award recipient will receive \$2,000. One faculty member in three of the six colleges will receive an award this year, and one faculty member from the remaining three colleges will receive an award next year. The colleges which are eligible to receive the award this year are:

- College of Business and Public Administration
- College of Engineering
- College of Sciences

The Awards will be presented at the Annual Faculty Recognition and Awards ceremony in the first week of May, in conjunction with other University-wide awards.

OVERALL PROCESS

In the nomination phase, students, faculty, and administrators submit letters of nomination. The chair and the nominee are then asked to provide additional information to complete the nomination packet. The selection committee then meets to choose a group of finalists for each group. The selection committee asks the finalists to submit a personal mentoring philosophy essay and the finalists' student contact information. The Office of Graduate Studies asks department chairs and students for a letter of support for the finalists. The selection committee will review all submitted documents to decide upon the awardees.

TIMETABLE FOR NOMINATION AND SELECTION

November 30, 2009	Deadline for receipt of nomination letters
December 15, 2009	Deadline for receipt of department chair/ supervisor eligibility certification
February 1, 2010	Deadline for receipt of preliminary phase materials from nominees
March 1, 2010	Deadline for selection of Finalists by Committee
March 15, 2010	Deadline for Finalists' Packet: <ul style="list-style-type: none">• Essay• Contact information for graduated students

	<ul style="list-style-type: none"> • Letters of support from chair of department • Endorsement by College Dean
March 31, 2010	Deadline for letters of support from graduated students
April 16, 2010	Selection of Awardees
May 2010	Awards announced and presented at the Annual Faculty Recognition & Awards Ceremony

ELIGIBILITY & NOMINATION CRITERIA

The relationship between a graduate student and a faculty mentor is one that can have a profound and lifelong influence on both parties. At its best, this mentoring relationship inspires and gives confidence to the student while providing the faculty member with a valued colleague. The following are the eligibility requirements for this award:

- Only current active graduate faculty, tenured or tenure-track, who supervise doctoral dissertations are eligible.
- The nominee must have a current record of supporting graduate education through teaching, service on graduate committees and sponsorship of student research.
- The nominee must have graduated and served as chair or co-chair of at least one doctoral student during the preceding academic year (FA, SP, SU) OR must have graduated and chaired or co-chaired at least two students with dissertations in the past five years.
- Nominations will be accepted from current or former graduate students, faculty members, department chairs, graduate program directors, advisors and administrators. Individual faculty members may not nominate themselves.
- Individuals who have received a Doctoral Mentoring Award during the previous five years are not eligible.
- The application packet must include a letter of support from the department chair and college dean.

Letters of nomination **must address the following categories and criteria** that will be used in evaluating nominees:

- Intellectual Leadership
 1. Guides students in acquiring mastery of current body of knowledge, development of critical and creative thinking, communication and multi-disciplinary approaches to solving problems.
 2. Actively guides students' research and academic training: clearly articulates expectations and holds students and self to high standards.
 3. Actively involves students in professional conferences, presentations, publications and juried exhibitions.
- Supportive Environment
 1. Actively seeks financial support for students' graduate study and research.

2. Is accessible for advice and assistance, whether student is in residence, on leave, is or is not 'one of theirs'
 3. Helps students to overcome problems, discord, barriers
- Professional Development
 1. Provides good model of professionalism
 2. Helps students 'network' with other relevant professionals and faculty
 3. Assists students in career preparation as well as alerts students to career opportunities and helps students secure post-degree employment

NOMINATION PHASE

Graduate students, faculty, and administrators are invited to submit nominations electronically to the Vice Provost for Graduate Studies and Research by **Monday, November 30, 2009** at planglai@odu.edu. The nomination must address the criteria listed above.

Following the deadline for nominations, each nominee's department chair or supervisor, if the nominee is a department chair, will be required to certify that nominee has met the following criteria:

- Nominee is an active Graduate Faculty, tenured or tenure-track
- Nominee has a record of supporting graduate education through teaching (at least one graduate course/year over the past five years), service on graduate committees and sponsorship of student research
- Nominee has chaired/co-chaired at least one doctoral student during the previous academic year OR has graduated and chaired/co-chaired at least two doctoral students in the last five years

Following certification by the department chair supervisor that the nominee meets the basic criteria listed above, the nominee will be asked to provide a current faculty vita documenting teaching, research and service. The nominee will be instructed not to request and submit letters of support from department chairs and dean. These letters will be requested by the committee. The nominee will also provide an addendum that addresses the following eligibility requirements that following information:

- Graduate courses/seminar taught over the past five years
- The names of doctoral who have graduated in the **past five years**, for whom s/he served as dissertation committee chair/co-chair, the students' dissertation titles, research/teaching opportunities provided, time to degree (enrollment/completion), student awards, recognition, presentation and publications (complete citations), student placement and other relevant information

FINALIST PHASE

Following a review of each nominee's portfolio, the selection committee will invite a shortlist of finalists to submit:

- An essay (three pages, font type Times New Roman, size 12, single spaced, one inch margins) that integrates the faculty member's mentoring philosophy with doctoral professional

development accomplishments with specific examples of success. Submission of the essay implies agreement to allow the essay to be published and placed on the Office of Graduate Studies website.

- The current positions and addresses of nominee's doctoral students who have graduated in the past five years. The Office of Graduate Studies will contact these individuals and ask for letters of support.
- A letter of support from the chair of the nominee's academic home unit that is endorsed by the appropriate academic dean.

AWARD PHASE

The Selection Committee will determine the awardees from the pool of finalists. Finalists, not selected as awardees, will receive special recognition for their outstanding contributions to graduate education. Individuals who are nominated, but have also been nominated in previous years, can simply update materials instead of submitting a whole new package.

A list of Doctoral Mentoring Awardees and their essays on mentoring will be available on the Office of Graduate Studies home page.

SELECTION COMMITTEE

The Associate/Assistant Dean for Graduate Studies from each of the six colleges will serve on the committee. The Vice Provost for Graduate Studies and Research will serve as the chair.