Students and faculty are cordially invited to nominate outstanding Arts & Letters faculty and faculty administrators for the Joel S. Lewis Faculty Award for Excellence in Student Mentoring.

The Lewis Award is given annually to a full-time faculty member in the College of Arts & Letters who most successfully mentors students as they plan for life after college. The mentoring may include preparing students for future graduate or professional school study, or for employment in a relevant career.

Nomination letters should be submitted to the nominee’s department chair, with a copy sent to the Dean’s Office by Monday, February 13, 2017. Supporting materials must be submitted to the Office of the Dean of Arts & Letters by Thursday, March 16, 2017.

The nominee shall submit the following materials to be considered for the award:

1. **A letter of nomination** from a student, faculty member, or department chair with a copy sent to the Dean’s office by Monday, February 13, 2017.

2. **A letter of support** from the nominee’s department chair or director (unless the chair has written the nominating letter). If the nominee is the department chair, the letter of support should be from a colleague at either the Associate or Full Professor rank. (The Chair may be the senior member of his or her department—this avoids confusion and makes it clear that the letter should come from a tenured or tenure-rank member of the department)

3. **Up to three (3) additional letters of support** from current or past students.

4. **A self-assessment** summarizing the nominee’s mentoring activities over the past three (3) years, and the impact of the mentoring. The nominee, if possible, should discuss contacts with other schools, agencies and organizations and how students have benefited from these contacts.

Materials should be placed in a binder. Please do not submit loose materials

It is the nominee’s responsibility to submit the requested materials by the deadline. The nominee should not submit materials not requested.