



MEMORANDUM

TO: Deans, Department Chairs, and Directors

FROM: Dr. Mark Riley, Dean  
The Graduate School

DATE: December 6, 2018

RE: Graduate Faculty Mentor Awards

This memorandum is to solicit your assistance in informing faculty, graduate alumni, students, and staff about the Graduate Faculty Mentor Awards. The purpose of this program is to recognize faculty mentors whose dedication to graduate students and commitment to excellence in graduate education and mentoring have made a significant contribution to the quality of life and professional development of graduate students at Florida State University. Noted in the Council of Graduate Schools *A Conversation About Mentoring: Trends and Models* "Mentoring is distinct from advising.... It involves professors acting as close, trusted and experienced colleagues and guides....It recognizes that part of what is learned in graduate school is not cognitive; it is socialization to the values, norms, practices, and attitudes of a discipline and university; it transforms the student into a colleague. It produces growth and opportunity for both the mentor and the student."

Awards will be presented at the Faculty Awards Ceremony held in Spring 2019 and will include a \$3,000 award\* for each faculty mentor winner. Awards will be given for up to five individual mentors of master's and/or doctoral students.

We are asking that nominations be submitted to and reviewed by the appropriate academic dean's office to determine whether the nominee is eligible to receive the award. The next steps may then be carried out by the academic dean's office or at the department level: The faculty member will be notified of his/her nomination and may obtain assistance in putting together a binder that includes the following supporting material: current vita, list of graduate courses taught over the past five years (2014-2018), graduate level teaching SPCI/SPOT summary evaluation forms over the past five years, theses and dissertation committee supervision over the past five years, statement on graduate mentoring, and a maximum of three support letters. These support letters should be divided as follows: two letters from either a single student, a group of students, alumni or student organization, and one letter of recommendation from either, staff, faculty, department chair, or academic dean. If the binders are put together at the department level, they must then be forwarded to the appropriate dean.

Academic deans will then forward complete application packets to The Graduate School for review by a faculty committee selected from members of the Graduate Policy Committee.

Additionally, you will want to check with your Dean's office to see if they require additional documentation or have an earlier deadline for submission to their office.

Attached is an overview of the Graduate Faculty Mentor Award program, including the eligibility requirements, criteria, and a description of the procedure used to review the nominees. In addition, attached is a nomination form for distribution to interested parties. Nomination forms may also be found on The Graduate School's website (<https://gradschool.fsu.edu/funding-awards/graduate-school-awards/faculty-awards>).

The deadline for the submission of nominations to the academic dean's office is **January 30, 2019**. Check with you dean's office regarding its deadline for receipt of completed binders. The deadline for these application packets to be received in The Graduate School office from the academic deans is **February 13, 2019**. NOTE: If due date falls on a weekend or holiday, departments can submit applications on the first workday following the deadline.

I appreciate your cooperation in distributing information about this program to the university community.

\* Subject to State & Federal taxes – FICA consists of 6.20% OASDI and 1.45% Hospital Insurance (Medicare)

cc: President John Thrasher  
Provost Sally McRorie  
Vice President Janet Kistner  
Mr. Paul Harlacher  
Members, Council of Associate and Assistant Deans  
Members, Graduate Policy Committee  
Graduate Program Directors

Attachments