

NOMINATION FORM

OUTSTANDING GRADUATE ADVISER AWARD

(Insert Program/Department Name Here)

ACADEMIC YEAR 201__-201__

Nominee _____

Nominator _____

Submit the following:

1. Completed nomination form.
2. Cover letter from the nominator. The letter, *not to exceed two pages in length*, should succinctly present the following:
 - The nominee's years of advising in the department/program;
 - The number of graduate/professional students advised; and
 - Up to *three specific examples* of
 - a. helping students to set realistic expectations, acquire competencies, stay on track, and overcome personal and professional challenges;
 - b. demonstrating sustained commitment to students through advising in multiple ways, e.g., supporting, mentoring, supervising, etc.; and
 - c. challenging students to go beyond what they thought was possible in academic excellence.
3. Up to three additional letters of support may be submitted, including at least one from a current or former student. Letters of support *should not exceed one page in length*. As with the letter from the nominator, letters of support must provide *specific examples* of the nominee's advising excellence. Letters should be addressed to the Graduate Adviser Awards Committee.
4. *Optional*: Graduate program materials relevant to the nomination. (If materials are submitted, describe the nominee's role in their production or development, e.g., conceptualization, design, writing, editing, etc.)

Submit the documents and refer any questions to:

(Director of Graduate Studies)

Phone: _____

(Address)

E-mail: _____

Deadline: ____/____/201__

Nomination documents on plain white paper, with a single staple in the upper left-hand corner, are preferred. Please do not use special binders, hard covers, tabbed separator pages, etc. Please ensure that type size for all documents in the portfolio is at least 12 pt.