

SAMPLE EMAIL TO GRADUATE OR PROFESSIONAL STUDENTS

Subject line: Got An Awesome Adviser? Nominate them!

It's easy to nominate your adviser for the Outstanding Adviser Award.

The (_____ department) seeks to recognize a faculty member who is exemplary in their role as a mentor and adviser. The (_____ department) gives this award as a tribute to the adviser's dedication and attention to the needs of graduate students. The award recognizes an adviser who has given generously of their time, intellect, and wisdom to encourage students' academic excellence, leadership, and commitment to the field.

Any faculty member who has a record of at least three years of advising in the (_____ department) is eligible. Additional nomination criteria include:

- Helping students to set realistic expectations, acquire competencies, stay on track, and overcome personal and professional challenges.
- Demonstrating sustained commitment to students through advising in multiple ways, e.g., supporting, mentoring, supervising, etc.
- Challenging students to go beyond what they thought was possible in academic excellence.

Nominating your adviser is easy! The nomination form, with more information about the nomination process, is available online at (grad/program's URL). Please submit your nomination to the Director of Graduate Studies, who will administer the selection process of this award by the Graduate Adviser Award Committee, comprised of (e.g., 3-5 students). For more information on successful advising practices, see (link).

The recipient's achievement will be commemorated with (recognition, e.g., cash, plaque, gift certificate, etc.). Deadline for submission of nominations is (date).