PROCEDURES AND GUIDELINES FOR SELECTION OF THE COLLEGE OF ARTS AND SCIENCES RECIPIENT OF THE OUTSTANDING MENTOR AWARD

COLLEGE OF ARTS AND SCIENCES, EASTERN KENTUCKY UNIVERSITY

I. INTRODUCTION

Eastern Kentucky University (EKU) prides itself as supportive campus where students are mentored by faculty. EKU values faculty-student engagement and this award support faculty-student research and creative endeavors by recognizing and awarding faculty who excel at mentoring. The Outstanding Mentor Award increases the scholarship productivity of both students and faculty by providing professional development funds for faculty members who have demonstrated consistent and significant mentorship opportunities with students for at least three years.

II. PROCEDURES AND GUIDELINES

1. The Research and Faculty Development Committee shall be responsible for reviewing applications for the College of Arts and Sciences recipient of the Outstanding Mentor Award.

2. The composition of the committee and the procedures for the election, appointment, and replacement of its members are outlined in the Policies and Procedures for the Research and Faculty Development Committee.

3. If a faculty member or a member of his or her immediate family is being considered for the Outstanding Mentor Award, that member shall be replaced by an alternate when the committee is reviewing applications for this award.

4. One Outstanding Mentor Award will be available per year and the recipient shall be selected in the spring semester.

5. All full-time faculty in the College of Arts and Sciences who have served on a full-time capacity for three or more years are eligible for the awards.

6. Award recipients shall not be eligible again for a period of 5 years. For example, a recipient of the Award in the spring 2015 shall not be eligible to receive the award again until spring 2020. Previous recipients shall be considered again based upon their new student mentorship activities.

7. All applications shall be submitted to the committee electronically using the online application form posted on the college web site under “Outstanding Mentor Award” by March 1.

8. Each eligible candidate shall submit an application as well as documentation that provide evidence of their past mentorship activities. A complete application shall include the following (Include your name and department on the first page):

   a. A teaching philosophy regarding mentorship.
b. A description of past mentorship activities.

c. A proposal for how the applicant would use award funds for further mentorship with students, including a budget for up to $3,000.

d. A list of all students mentored during the past five years including full name of mentee, semester(s) of mentorship, type of mentoring activity (see Item No. 9), product of the mentorship, if any, (e.g. publication, performance, exhibition, presentation, etc.).

e. Curriculum vitae.

f. A letter of support from the chair of the applicant’s department.

g. A letter of support from one of the applicant’s mentees.

9. Activities that will count toward past mentorship activities can include:

a. Supervised independent study, Honors, McNair, and senior/graduate thesis projects.

b. Presentations, performances and exhibitions at student, state, regional, national and international conferences (with student co-authors).

c. Publications in student and professional journals (with student co-authors).

d. Other documented forms of student scholarship (e.g., patent).

10. Each applicant shall request his/her department chair and one of the applicant’s student mentees to submit letters of support electronically using the department chair letter of support submission form and the student mentee letter of support submission form, respectively. Both forms are posted on the college web site under “Outstanding Mentor Award.” The applicant should provide these references with enough lead time to write and submit the letters of support by the March 1 deadline.

11. The committee shall rank the submitted applications numerically with the candidate attaining the lowest (best) numerical rank the winner.

12. The committee may choose no winner if there are no outstanding candidates.

13. The award recipient shall receive $3,000 in professional development funds and recognition at a university-wide award ceremony.

14. The recipient shall submit to the office of the dean a written report of his/her accomplishments during the award period.

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Adopted: 2/2/2015.