

**Call for Nominations
2009 School of Public Health Award for Excellence in Advising**

Deadline: 12:00 noon on Friday, April 10, 2009

Purpose and Background

The School of Public Health Excellence in Advising Award recognizes School of Public Health faculty who are particularly outstanding in their roles as academic, field experience, or project/thesis advisors. The School of Public Health strives to provide advising that promotes collaboration among students, staff and faculty to enhance students' academic and professional development in the field of public health.

The School recognizes its outstanding advisors as a tribute to their special qualities and their dedication. With this award, the School emphasizes the importance of advising in the university and for the future of public health. This award recognizes faculty who have given generously of their time, intellect and wisdom to encourage students' academic excellence leadership and commitment to the field.

The Award

A recipient's achievements will be commemorated with a plaque, a permanent display in the School's administrative offices, and a cash award of \$3,000. No more than one award will be given in any single year. Each year's recipient also becomes a member of the SPH Recognition, Awards and Honors Committee to judge advising awards in the following year.

Eligibility

School faculty with a record of at least three years advising in the School of Public Health are eligible. Faculty may be on 9-month, 12-month or have adjunct appoints with the School of Public Health. Previous winners are not eligible for a second award.

Evaluation Criteria

“Education is not the filling of a pail, but the lighting of a fire”

William Butler Yeats

The successful nominee will have at least three years advising experience with the school that demonstrates breadth of experience (advising across multiple programs and experience with different types of advising roles) and exceeds quality expectations.

The SPH has set minimum standards for faculty advising. Faculty advisors are expected to...

- Review program objectives and educational documents at least on an annual basis, (i.e. Student Guidebook, etc.), or when directed by major coordinator or major chair/DGS
- Actively contribute to a welcoming and supportive SPH climate
- Initiate meetings with advisee at least once per semester; regularly communicate with students on program progress
- Respond to student inquiries in a timely manner (ideally within 5 – 7 business days)
- Provide reasonable office hours and/or appointments and be generally available to student inquiries; communicate with students about extended absences or travel
- Serve as a model and example of respectful behavior
- Provide referrals to school and university resources when appropriate (e.g. Student Mental Health Services)
- Refer advisee to Major Coordinator for course planning/scheduling, policy and procedural information

The successful nominee for this award should **exceed** these expectations and demonstrate that in their advising roles they have:

- Demonstrated a sustained commitment to students through advising in multiple roles (i.e. academic, field experience, major project/thesis) and across degree programs
- Challenged students to go beyond what they thought was possible in academic excellence and rigor
- Engaged students in the process of acquiring the skills necessary to complete superior projects or theses and establish the competencies necessary for their future public health careers
- Helped students set realistic expectations, stay on track and overcome personal and professional challenges to successful completion of their degrees
- Facilitate students progress toward educational and career goals
- Stimulated students' intellectual growth and development

Nomination Process

Students may nominate a faculty member for this award.

To facilitate evaluation, please have one person act as primary nominator, compiling all of the letters of support and other material prior to submission to the Committee.

Application Documentation

Documentation should include:

- ◆ A letter of nomination from a student (not to exceed two pages);
- ◆ At least two (no more than five) letters of support from students who have been advisees;
- ◆ The nominee's complete advising record at the School of Public Health, indicating for each advisee the date of advising (beginning and end), faculty member's role (field experience, academic, project/thesis advisor, or committee member), and titles of project/thesis. (This will typically be prepared by the nominee).
- Nominator must indicate below (*initials*) whether or not all contributors grant permission to have excerpts of their letter read at the awards ceremony and are willing to have their letter forwarded to the candidate following the award ceremony.

initials

Permission Granted, by all Nominators, to share nomination letters at award ceremony and with candidate

Application Evaluation Process

Completed applications are due to the SPH Recognition, Awards and Honors Committee no later than **12:00 noon on Friday, April 10, 2009**. The Committee will evaluate nominations by reviewing documentation for evidence of sustained excellence in teaching for at least five years.

Forwarding Nominations

Please forward **complete original nomination packet and 8 copies** by **12:00 noon on Friday, April 10, 2009** to:

Recognition, Awards and Honors Committee
c/o Stefannie Anderson
SPH Dean's Office, MMC 197, A302 Mayo Bldg.

Previous Recipients

Template for Advising Information

Please use the following template to identify current and former advisees. List in chronological order.

CURRENT AND FORMER ADVISEES:

Student	Degree Sought	Major	Advisor's Role	Start Date	Status or End Date
Jane Doe	MPH	Epi	Advisor	9/1/05	7/12/07
Bob Miller	PhD	Epi	Committee member	9/1/07	Active
Jill Smith	MS	Clinical Res.	Thesis advisor	9/1/04	Inactive*

* Inactive indicates that the student is no longer matriculating or actively working on completing degree but has not formally withdrawn from the program.