

**Office of the Provost
Provost's Award for Excellence in Mentoring
2017 Guidelines**

The Award

The Provost's Award for Excellence in Mentoring will annually recognize outstanding mentoring of graduate students seeking a research doctorate degree. Up to four awards will be made each year.

Each Provost's Award for Excellence in Mentoring will consist of a cash prize to the graduate faculty member of \$2,500 to recognize excellence in mentoring. All persons selected for this award will be honored publicly.

Evidence of Excellence in Mentoring

Training the next generation of professional scholars is a vital part of the academic mission of the University of Pittsburgh. Fundamental to the success of the enterprise are the faculty members who serve as mentors to our graduate students. Ideally, faculty mentors provide intellectual and personal leadership that helps to support, encourage, and promote the personal and professional development of his or her students. This relationship is expected to provide a foundation for a student's career long after the degree has been granted.

Eligibility

Any current, active graduate faculty member who supervises graduate students pursuing PhD degrees or other research doctoral degrees, such as the EdD or the DrPH, and who has graduated and placed **five or more doctoral** students is eligible to be nominated.

Nominations

Written nominations may be made by any individual or group of faculty, graduate students, or alumni who have evidence of the nominee's mentoring capabilities. Letters of nomination should be no more than three pages and should provide evidence of mentoring effectiveness through specific examples, such as ways the nominee:

- provides intellectual leadership, respects students' goals and helps students work to accomplish them;
- actively guides students' research and training;
- clearly articulates expectations and holds students to high standards;
- actively involves students in professional situations and publications;
- helps students achieve meaningful goals including post-degree employment.

The letter should indicate for each nominator the signature, address, email address, phone number, and relationship to the nominee (e.g., faculty colleague, student, chair of the department, etc.). Letters of nomination are due by **September 30, 2016** and should be sent to Provost's Award for Excellence in Mentoring, Attn: Dr. Alberta Sbragia, vice provost for graduate studies, 801 Cathedral of Learning, Pittsburgh, PA 15260. The nomination letter will be included in the mentoring dossier.

Selection Procedures

Eligible faculty nominated for this award will be invited to submit a mentoring dossier that includes, in this order, the following:

- Curriculum Vitae;
- Separate list of current and former doctoral students that the nominee has directed or worked closely with. For each former student, include the student's placement with the position title and any achievements that indicate student success (e.g., co-authored publications, fellowships, awards, etc.);
- Statement on mentoring philosophy and practices (three page limit);
- A letter of support from a faculty member (such as a chair or director of graduate studies) familiar with the nominee's mentoring achievements. In particular, this letter should explain any relevant discipline-specific factors that would help the selection committee better understand the mentoring philosophy of the nominee. The nomination letter will be included in the dossier and may fulfill this requirement;
- At least three letters of support from **former graduated and placed doctoral** students whom the nominee has directed or with whom the nominee has worked closely. **Submit letters in sealed, signed envelopes.**

Any additional materials will not be considered part of the dossier. All materials of the dossier are to be submitted in hard copy and in one packet at one time. Upon receipt of the dossier, the nominee will be sent confirmation by email. The mentoring dossier must be received by **December 14, 2016** and should be sent to Provost's Award for Excellence in Mentoring, Attn: Dr. Alberta Sbragia, vice provost for graduate studies, 801 Cathedral of Learning, Pittsburgh, PA 15260.

The Awards Committee, appointed by the Provost, will evaluate the nominations and recommend a slate of winners to the Provost. The honorees will be announced in early spring.