Outstanding Graduate Deputy Award

The award establishes a $1,500 allocation, offered as an expense/reimbursement account, and is presented annually to a full-time faculty member of Brooklyn College for outstanding contributions as an advisor, mentor and instructor to students in the capacity of Graduate Deputy (or similarly designated departmental role).

Nomination Process

If you know a faculty member with a record of excellence as a graduate deputy, we invite you to send a letter of nomination detailing why you believe this individual deserves this award.

Nominations may be made by individual members of the faculty, including the candidate themselves, department chairpersons, and members of the administration. The letter should cite concrete examples to show how the candidate meets the selection criteria.

Letters of nomination (hardcopy only) should be sent to the Office of the Associate Provost for Faculty and Administration, 3227 Boylan Hall, by Wednesday, **February 21, 2018**.

Supporting Materials

Each nominee must submit the following:

  i.   Current curriculum vitae;
  ii. Statement of advisement and mentoring philosophy;
  iii. Portfolio of evidence reflecting the selection criteria and characteristics.

The portfolio may contain, but is not limited to, letters of support from colleagues and (current or former) students, records pertaining to mentoring student theses and research projects, student evaluations, syllabi of graduate courses taught over the past three years, graduate program materials (brochures, websites, flyers, etc.), including a description of the nominee's role in producing them.

All materials must be submitted to the Office of the Associate Provost for Faculty and Administration, 3227 Boylan Hall, by Wednesday, **March 7, 2018**. E-mailed materials will not be accepted.

Selection Process

A committee composed of at least three members of the faculty, including past recipients of related awards/honors, appointed by the Provost or designee, will select the recipient of the award. No member of the selection committee is eligible for the award.

Recipients of this award will personify the values articulated in the College's Mission Statement and will have, over time, provided outstanding advisement and mentoring to the graduate students in their program. The following characteristics will be considered in the selection of an honoree:

- Availability and accessibility to graduate students and responsiveness to their needs;
- An exemplary record of preventing as well as resolving problems;
- Distinctive contributions in mentoring graduate students and helping them achieve their goals in academic or professional careers;
- Promotion of the thoughtful integration of research into graduate teaching;
- Effectiveness in administering a graduate program and meaningful contribution to the governance of graduate programs;
- Ability to work effectively with students, faculty, and administrators.

Eligibility

To be eligible for this award, the nominee must be a full-time faculty member at Brooklyn College, serving as Graduate Deputy (or similarly designated departmental role) during the 2017-2018 academic year. Previous recipients are not eligible.

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The award will be presented during the awards ceremony at the conclusion of the 22nd Annual Faculty Day Conference on Wednesday, May 23, 2018.

If you have any questions, please feel free to contact Associate Provost Matthew Moore at MatthewM@brooklyn.cuny.edu or (718) 951-5024.