

# Award for Outstanding Undergraduate Deputy

## Nominations

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

The award establishes a \$1,500 allocation, offered as an expense/reimbursement account, 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 Undergraduate Deputy (*or similarly designated departmental role*).

Nominations may be made by individual members of the faculty, including department chairpersons, and members of the administration. Self-nominations are also accepted. 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 Monday, **February 4, 2019** (5:00 pm).

**Nomination Deadline Extended  
Tuesday, February 19 (5:00 p.m.)**

*If you have any questions, please feel free to contact the  
Office of the Associate Provost for Faculty and Administration  
at [apfa@brooklyn.cuny.edu](mailto:apfa@brooklyn.cuny.edu) or (718) 951-5024.*

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## 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 projects, student evaluations, syllabi of undergraduate courses taught over the past three years, and undergraduate program materials (brochures, websites, flyers, etc.), including a description of the nominee's role in producing them.

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 undergraduate students in their program. The following characteristics will be considered in the selection of an honoree:

- Availability and accessibility to undergraduate students and responsiveness to their needs;
- An exemplary record of preventing as well as resolving problems;
- Distinctive contributions in mentoring undergraduate students and helping them achieve their academic, professional or related personal goals;
- Ability to work effectively with students, faculty, and administrators.

All materials must be submitted to the Office of the Associate Provost for Faculty and Administration, 3227 Boylan Hall, by Friday, **March 1, 2019** (5:00 pm).

*E-mailed materials will not be accepted.*

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## Eligibility

To be eligible for this award, the nominee must be a full-time faculty member at Brooklyn College, serving as Undergraduate Deputy (or similarly designated departmental role) during the 2018-2019 academic year. Previous recipients are not eligible.

## Selection Process

A committee composed of at least three members of the faculty, including past recipients of this or 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.

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The award will be presented during the awards ceremony at the conclusion of the 23<sup>rd</sup> Annual Faculty Day Conference on Thursday, May 16, 2019.