To: Deans, Program Directors, Department Heads and Chairs
From: Andrew Hansen, Associate Provost
Subject: Nominations for Faculty and Student Awards for Graduate Education

The Office of Academic Affairs and the Graduate Council wish to solicit nominations for the following awards: Distinguished Graduate Faculty Mentor Award, John P. Ellbogen Outstanding Graduate Assistant Teaching Awards, Outstanding Dissertation Awards, and Outstanding Master’s Thesis Awards. This memorandum describes the awards and the nominating procedures. Each award carries a stipend.

Please send nominations, including all letters and supporting materials, electronically to Michele Peck, mpeck@uwyo.edu. The deadline for receipt of complete nomination packets is February 28, 2013. The Graduate Council will review nominations and select awardees. The following is a brief description of each award and its requirements.

A. Distinguished Graduate Faculty Mentor Award

Purpose: To reward outstanding faculty commitment to graduate student mentoring.

Eligibility: All full-time faculty and academic professionals who mentor graduate students. The committee requests that each department or program nominate no more than one individual for this award.

Nominating Materials: The nominee’s packet should include:
- A current curriculum vita.
- A letter of nomination from the department chair or program director (no more than 2 pages). This letter should address the nominee’s commitment to graduate student mentoring, including dedication to establishing a respectful mentoring relationship and a commitment to program rigor. The nominee’s record of mentoring past graduate students including time to degree, student outcomes, and career successes should be included.
- One supporting letter from a colleague (no more than 2 pages).
- One supporting letter from a current student (no more than 2 pages).
- One supporting letter from a former student (no more than 2 pages).
- If the nominee has been a recipient of this award in the past, the nomination should so indicate.
B. John P. Ellbogen Outstanding Graduate Assistant Teaching Awards

Purpose: To reward a graduate teaching assistant for excellence in teaching.

Eligibility: All graduate teaching assistants with significant teaching responsibilities. The committee requests that each department or program nominate no more than one student. However, in exceptional circumstances, if department heads wish to submit multiple nominations, the nominations must be rank ordered.

Nominating Materials: The nominee’s packet should include:
- A current curriculum vita.
- A letter of nomination from the department chair or program director (no more than 2 pages).
- A supporting letter from the graduate assistant’s major professor or supervising faculty member (no more than 2 pages). This letter should describe the assistant’s teaching assignment (e.g., lecture, laboratory, discussion, etc.) indicating the level of responsibility the assistant had for the particular assignment (e.g., solely responsible for the entire course including assigning grades; responsible for a laboratory or discussion section which contributed to students’ grades; the grade was assigned by the faculty person in charge of the course, etc.).
- A summary list of classes taught in the 2012 calendar year with class enrollments.
- Student evaluations of teaching performance including related comments. Please provide an explanation for any courses that do not have evaluations.

C. Outstanding Dissertation Awards

Purpose: To recognize graduate students for exemplary doctoral dissertations.

Eligibility: A dissertation completed in the 2011 or 2012 calendar year. Completion, as used here, implies the thesis has been uploaded to ProQuest during the calendar years under consideration. The committee requests that each academic program nominate no more than one individual for this award. An academic program is defined here as one recognized in UW’s master list of degrees.

Nominating Materials: The nominee’s packet should include:
- A current curriculum vita.
- A copy of the dissertation abstract.
- A letter of nomination from the department chair or program director (no more than 2 pages).
- A letter from the nominee’s major advisor or other committee member if the advisor is the department chair/program director (no more than 2 pages) addressing:
  - Impact of the research
  - Dissertation outcomes
  - Publications submitted, accepted, in press, or published that are derived from the dissertation
  - Presentations based on the dissertation, made by the nominee to meetings of scientific or professional societies, and
  - Other information such as honors and awards from the dissertation research
- One supporting letter from a faculty member familiar with the nominee’s dissertation (no more than 2 pages).
D. Outstanding Master’s Thesis Awards

Purpose: To recognize graduate students for exemplary master’s theses.

Eligibility: Theses completed in the 2011 or 2012 calendar year. Completion, as used here, implies the thesis has been uploaded to ProQuest during the calendar years under consideration. The committee requests that each academic program nominate no more than one individual for this award. An academic program is defined here as one recognized in UW’s master list of degrees.

Nominating Materials: The nominee’s packet should include:

- A current curriculum vita.
- A copy of the thesis abstract.
- A letter of nomination from the department chair or program director (no more than 2 pages).
- A letter from the nominee’s major advisor or other committee member if advisor is the department chair/program director (no more than 2 pages) addressing:
  - Impact of the research
  - Thesis outcomes
  - Publications submitted, accepted, in press, or published that are derived from the thesis
  - Presentations based on the thesis, made by the nominee to meetings of scientific or professional societies, and
  - Other information such as honors and awards from the master’s research
- One supporting letter from a faculty member familiar with the nominee’s thesis (no more than 2 pages).

Thank you in advance for your thoughtful consideration and nomination of strong candidates. The nomination itself is a significant recognition. If you have any questions, please feel free to call Academic Affairs at 766-4286.

Cc: Faculty Development Committee
  Eric Sandeen, Chair, Graduate Council
  Michael Barker, Chair, Faculty Senate
  David Cozzens, Dean of Students
  The Branding Iron
  Media Relations
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  Joel Defebaugh, ASUW President
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