



January 3, 2019

To: Deans, Program Directors, Department Heads and Chairs  
From: Jim Ahern, Associate Vice Provost for Graduate Education  
Subject: **Nominations for Faculty and Student Awards for Graduate Education**

The Office of Graduate Education, 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.

Please send nominations, including all letters and supporting materials in PDF format (as one file), electronically to Michele Peck, [mpeck@uwyo.edu](mailto:mpeck@uwyo.edu). **The deadline for receipt of complete nomination packets is February 22, 2019, 5:00 p.m.** 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 academic program nominate no more than one individual for this award. An *academic program* is defined as one recognized in UW's master list of degrees.**

**Nominating Materials:** The nominee's packet should include:

- 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. In addition, the nomination letter should briefly describe the norms of mentoring in the nominee's academic discipline to provide a standard for comparison.
- 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)
- A current curriculum vitae
- If the nominee has been a past recipient of this award, the nomination letter 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. If, in exceptional circumstances, a department head wishes to submit multiple nominations, the nominations must be ranked.**

**Nominating Materials:** The nominee's packet should include:

- 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 2018 calendar year with class enrollments
- Student evaluations of teaching performance including comments. Please provide an explanation for any courses that do not have evaluations.
- A current curriculum vitae

## C. Outstanding Dissertation Awards

**Purpose:** To recognize graduate students for exemplary doctoral dissertations

**Eligibility:** A dissertation *completed* in the 2017 or 2018 calendar years. *Completion*, as used here, implies the dissertation 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 as one recognized in UW's master list of degrees.**

**Nominating Materials:** The nominee's packet should include:

- A copy of the dissertation abstract
- A letter of nomination from the department chair or program director (no more than 2 pages). This should specify norms for the relevant field, and explain how the nominee meets/exceeds them.
- 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).
- A current curriculum vitae

## D. Outstanding Master's Thesis Awards

**Purpose:** To recognize graduate students for exemplary master's theses

**Eligibility:** Theses *completed* in the 2017 or 2018 calendar years. *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 as one recognized in UW's master list of degrees.**

**Nominating Materials:** The nominee's packet should include:

- A copy of the thesis abstract
- A letter of nomination from the department chair or program director (no more than 2 pages). This letter should specify norms for the relevant field, and explain how the nominee meets/exceeds them.
- 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).
- A current curriculum vitae

Thank you in advance for your thoughtful consideration and nomination of strong candidates. The nomination itself is a significant recognition.

The recipients will receive a monetary award and the nominees and recipients will be recognized during a Graduate Awards event in the spring.

If you have any questions, please feel free to call the Office of Graduate Education at 766-6478.

Cc: Graduate Council  
Donal O'Toole, Chair, Faculty Senate  
Alex Mulhall, ASUW President  
Mary Ellbogen Garland  
Office of the President  
Kimberly Chestnut Steich, Associate Vice President of Student Affairs and Dean of Students  
Edmund Synakowski, Vice President for Research and Economic Development  
Kate Miller, Provost and Vice President, Academic Affairs  
The Branding Iron  
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