ATTACHMENT #1

UNDERGRADUATE FACULTY ADVISING/MENTOR AWARDEE INFORMATION
Cover Page

Due January 25, 2019 to PVFA@aa.ufl.edu

Complete one sheet (without packet) for each college-level awardee. Complete one sheet with packet for each University-wide nominee.

Please type in all information:

College: ______________________________________________________________

Department/Unit: _________________________________________________________

Nominee Information:
Full Name and Title: (Dr., Ms., etc.) ________________________________________
(Please indicate name and academic credentials as they should appear on the plaque.)

Position Title: __________________________   UFID: ______________

Phonetic Pronunciation of Name: _________________________________________

Email address of nominee:    ____________________________________________

Award Level:   (select one)

_____ College-level award AND University-level award nominee (packet attached).

_____ Provost Allocation

_____ College Level Distinction—Additional awards paid by College

College budget office contact/email: ________________________________

Provost allocated payments for college and University-level awards will be processed by the Provost’s Budget Office. Colleges processing their own awards are encouraged to wait until the Provost Office advises when to process these so that all awards are distributed at the same time.

Nominee Signature   Dean’s Signature
2018-19 Undergraduate Faculty Advising/Mentor of the Year Portfolio
ATTACHMENT #2

--If you use UF colors and/or logos in packet materials, please adhere to the most recent UF Brand Center Guidelines: [http://www.identity.ufl.edu/](http://www.identity.ufl.edu/)

--You may include links to web-based materials; however, please select representative examples. Do not include links to entire courses, or to information only accessible via password.

--Please use the section headings as listed below; do not add additional sections.

--Key your responses, as appropriate, to the stated criteria in the “Guidelines.”

**UNDERGRADUATE FACULTY ADVISING/MENTOR AWARD**

<table>
<thead>
<tr>
<th><em>Section</em></th>
<th>Topic</th>
<th>Maximum No. Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Cover page (Attachment 1)</td>
<td>1</td>
</tr>
<tr>
<td>2.0</td>
<td>Chair’s Letter</td>
<td>2</td>
</tr>
<tr>
<td>3.0</td>
<td>Mentoring philosophy (include # of students mentored in past 2 years)</td>
<td>1</td>
</tr>
<tr>
<td>4.0</td>
<td>Documentation - Required</td>
<td>n/a</td>
</tr>
<tr>
<td>4.1</td>
<td>Student evaluations: numerical evaluations from previous 2 academic years</td>
<td>6</td>
</tr>
<tr>
<td>4.2</td>
<td>Student letter(s) (NO CURRENT STUDENTS)</td>
<td>6</td>
</tr>
<tr>
<td>4.3</td>
<td>Peer teaching evaluations, if available (most recent 2 years; NO CURRENT MEMBERS OF EVALUATION COMMITTEE)</td>
<td>6</td>
</tr>
<tr>
<td>4.4</td>
<td>Evidence of 5 criteria listed in the “Guidelines”, including metrics on student success</td>
<td>5</td>
</tr>
<tr>
<td>5.0</td>
<td>Documentation - Optional</td>
<td>n/a</td>
</tr>
<tr>
<td>5.1</td>
<td>Mentoring Awards/Honors</td>
<td>1</td>
</tr>
<tr>
<td>5.2</td>
<td>Bibliography of articles or other publications on mentoring</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL MAXIMUM PAGES**

29

*Use the Section #’s listed to organize packet

**NOTE:** Do not include links and extraneous material.