## THE GRADUATE SCHOOL

### *NOMINATION / APPLICATION FOR OUTSTANDING MENTOR (External)) AWARDS*
### *to be presented in Spring*

In recognition of the significant contribution of external mentors to the successes of UTC graduate students and UTC Graduate School programs, we aim to honor a mentor that has/have demonstrated an outstanding impact on the education of one or more of our graduate students.

Eligibility: Nominees must be external mentors (not employees of UTC) who have demonstrated exceptional commitment to the mentorship of our graduate students. Nominees who have received a Distinguished Mentors Award within the last 5 years are not eligible.

Selection Process: Nominations will be reviewed by the Graduate School Awards Committee, an interdisciplinary selection committee composed of UTC faculty. The Award recipient (one per year) will be selected by the Dean of the Graduate School based upon recommendations of this committee. The Award recipient will receive a $500 award from the Graduate School.

Nomination Procedure: Nominations must be submitted to the Dean of the Graduate School by February 15. The Dean of the Graduate School will forward nominations and all supporting documentation to the Chair of the Graduate School Awards Committee within one (1) week of receiving the nomination. Nominations may be submitted by UTC graduate students, UTC faculty members, staff members, or administrators, community members or community partners, and UTC alumni. Nominations must include the following: The nomination form, with narrative, and two (2) letters of support. Letters of support (limited to 500 words) should highlight the nominee's qualifications, mentorship contributions, and impact on the student(s) or colleague(s) at UTC, providing specific examples of their dedication, guidance, and support in fostering academic and personal growth. Letters should address the criteria included in the scoring rubric.

**The Nomination**

External Mentor (Nominee) Name: _____

External Mentor (Nominee) Organization: _____

Nominee email:_____ Nominee phone: _____

Nominated by: _____

Affiliation to UTC (of person nominating) :_____
(Nominations may be submitted by UTC graduate students, UTC faculty members, staff members, or administrators, community members or community partners, and UTC alumni.)

**Narrative**
**Please submit a narrative (500 words maximum), attached separately, addressing the outstanding work of the nominee and describing how the nominee's mentoring efforts go above and beyond the usual levels of excellent mentorship that is expected at UTC.** Please describe how the mentor has impacted one or more of the selection criteria below. When completing your narrative, consider the scoring rubric shown.

Criteria for External Mentor Award

- **Inclusive Mentorship**
  - Demonstrates sensitivity to diversity and equity, fostering an environment where all students feel valued, respected, and included.
  - Takes proactive steps to ensure that all students, regardless of background, have the support and opportunities they need to succeed.
- **Professional Development**
  - Actively fosters the mentee's professional development by encouraging and facilitating participation in academic conferences, publications, research collaborations, or other field-specific activities.
  - Encourages mentees to explore new opportunities and challenges, both within and outside of their academic discipline.
- **Encouraging Collaboration and Networking**
  - Encourages and facilitates the development of peer relationships and collaborative work among mentees and others in the field.
  - Provides students with networking opportunities that advance their professional goals.
- **Adaptability to Field Contexts**
  - Understands the unique challenges and dynamics of working outside of academia and tailors mentorship accordingly.
  - Provides mentorship that takes into account the differences between academic and field-based work, helping students adapt to different environments.
- **Professional Expertise, Guidance, and Approachability**
  - Demonstrates significant experience and expertise in the student's field of study.
  - Provides career-focused advice, helping students understand industry trends, workplace dynamics, and expectations.
  - Maintains an open-door policy or offers ample opportunities for mentees to seek guidance.
  - Responds to mentees in a timely and thoughtful manner.

Scoring Rubric (to be completed by members of the Awards committee)

| Criteria | 4 | 3 | 2 | 1 |
|---|---|---|---|---|
| Inclusive Mentorship | Demonstrates **exceptional sensitivity to diversity and equity**. Creates an environment where all students feel highly valued, respected, and included. Takes proactive and effective steps to support all students' success, regardless of background. | Demonstrates **good sensitivity to diversity and equity**. Creates an environment where most students feel valued and included. Takes some steps to ensure students from diverse backgrounds are supported. | Demonstrates **moderate sensitivity to diversity and equity.** Creates a somewhat inclusive environment but could do more to ensure all students feel supported. | **Does not demonstrate sensitivity to diversity and equity**. Fails to create an inclusive environment for all students. |
| Professional Development | **Actively fosters the mentee's professional development by facilitating multiple opportunities** (e.g., conferences, publications, research). Consistently encourages mentees to take on new challenges within and beyond their discipline. | **Encourages mentees' professional development through some opportunities** (e.g., conferences, research). Encourages mentees to explore new opportunities within their discipline. | **Offers limited professional development opportunities** and rarely encourages mentees to pursue challenges beyond their current discipline. | **Does not encourage professional development** or provide opportunities for mentees to explore new professional avenues. |
| Encouraging Collaboration and Networking | **Actively facilitates the development of peer relationships and collaborative projects** among mentees. Provides numerous networking opportunities that are highly relevant to mentees' professional goals. | **Encourages collaboration and networking opportunities**, though may offer fewer or less tailored options. Helps mentees form some meaningful peer connections. | **Offers limited collaboration opportunities** and networking is not consistently tied to mentees' professional goals. | **Does not facilitate collaboration or provide networking opportunities** for mentees. |

| Adaptability to Field Contexts | **Demonstrates deep understanding** of the unique challenges of working outside of academia. Tailors mentorship to help students adapt effectively to various professional environments. | **Demonstrates good understanding** of field-based challenges and adjusts mentorship for students transitioning into different environments. | **Shows some understanding** of field-based challenges, but mentorship could be more tailored to different contexts. | **Does not demonstrate understanding of challenges outside of academia**, and mentorship does not address these contexts. |
|---|---|---|---|---|
| Professional Expertise, Guidance, and Approachability | **Demonstrates significant expertise in the student's field**. Provides career-focused advice that is highly relevant and insightful. Always approachable and responsive, with ample opportunities for mentees to seek guidance. | **Demonstrates solid expertise in the student's field.** Provides relevant career advice and is generally approachable. Responds to mentee needs in a timely manner. | **Demonstrates some expertise but lacks depth in some areas.** Provides limited career advice and is only sometimes accessible to mentees. | **Lacks expertise in the student's field or provides minimal guidance.** Does not maintain accessibility or respond in a timely manner. |

Letters of support:

Please attach two (2) letters of support for the nominee. Letters should be limited to 500 words.  Letters can be written by UTC graduate students, UTC faculty members, staff members, or administrators, community members or community partners, and UTC alumni. Letters should provide a detailed and compelling narrative of the nominee's qualifications, mentorship style, and impact on their mentees. The letters should highlight specific examples that demonstrate the nominee's ability to foster academic and professional growth, emphasizing their contributions to the success of students or colleagues outside of the traditional academic setting. It should address key aspects of mentorship, including inclusive practices, professional development support, encouragement of collaboration and networking, adaptability to various field contexts, and the nominee's professional expertise. The letter should also illustrate how the nominee goes above and beyond in creating an environment where mentees feel valued, supported, and empowered to succeed. Finally, the letter should convey the nominee's approachability, responsiveness, and overall commitment to providing thoughtful guidance and mentorship, making a case for why they deserve recognition for their contributions to the professional and personal development of others.