

THE GRADUATE SCHOOL

NOMINATION / APPLICATION FOR OUTSTANDING MENTOR (Internal) AWARDS

to be presented in Spring

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

Eligibility: Nominees must be internal mentors (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

Internal Mentor (Nominee) Name: _____

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 Internal 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.
- **Commitment to Student Success**
 - Demonstrates a sustained commitment to the academic, professional, and personal growth of students.
 - Provides regular feedback, support, and guidance throughout the mentee's academic journey and career development.
 - Encourages students to take initiative and think critically, guiding them to become independent thinkers and professionals.
 - Empowers mentees to navigate challenges and make decisions on their own while providing appropriate support.
- **Commitment to Graduate Education**
 - Actively engages in graduate student education at a departmental or institutional level.
 - Contributes to the improvement of graduate student programs or services within the university.

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.
E Commitment to Student Success	Demonstrates sustained commitment to the academic, professional, and personal growth of students. Provides frequent feedback, support, and guidance through the academic journey and career development. Empowers students to think critically and make decisions with support.	Demonstrates solid commitment to student growth and provides feedback, support, and guidance during the student's academic journey.	Shows some understanding of supporting students with feedback, support, and guidance during the academic journey.	Does not demonstrate sustained commitment to academic, professional, and personal growth.

Commitment to Graduate Education	Demonstrates active engagement at departmental or institutional level to support graduate students. Actively contributes to improving graduate programs within the university.	Demonstrates solid engagement at either the departmental or institutional level to support graduate students and their programs.	Demonstrates some engagement at either the departmental or institutional level to support graduate students and their programs.	Limited involvement in departmental or institutional levels to support graduate students and graduate level programs.
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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.