

**CRITERIA AND PROCEDURES FOR THE NOMINATION AND SELECTION OF  
THE MENTORING/ADVISING/SUPERVISING (MAS) AWARD**

Mentoring/Advising/Supervising (MAS) Awards Committee  
Drs. Carol Mullen (Chair), Terry Ackerman,  
Glenn Hudak, Sam Miller, Jane Myers, Ada Vallecorsa, & Scott Young

**OBJECTIVE**

To recognize excellence in mentoring, advising, and supervising activities within the School of Education, The University of North Carolina at Greensboro.

What is mentoring?

*Mentoring is a holistic form of teaching and learning; it embraces the professional and the personal, the psychosocial and career facets of a protégé's development, and such activities as advising, tutoring, coaching, and counseling. Also, mentoring has special qualities, notably the developmental opportunity involving mentors and mentees in learning partnerships, as well as structured and informal activity settings. Mentoring extends beyond formal coursework and/or occurs outside of this context, with respect for learning as a lifelong commitment. (Mullen, Mentorship Primer, 2005)*

**AWARD**

Two Mentoring/Advising/Supervising (MAS) Awards (one designated for tenured faculty and the other for untenured faculty) for which tenured faculty and untenured faculty can be nominated. The award is pertinent to both undergraduate and graduate levels of education. Recipients will be showcased.

*Note:* For exemplary efforts related to teaching, please consult the Teaching Excellence Award guidelines at [http://provost.uncg.edu/Underedu/content/Teaching\\_Excellence/nominations.pdf](http://provost.uncg.edu/Underedu/content/Teaching_Excellence/nominations.pdf) or the SOE Teaching Award guidelines (see current SOE Teaching Award Selection Committee chair).

**ELIGIBILITY**

Full-time tenured and untenured faculty who have completed at least 3 years at UNCG are eligible for consideration for the Mentoring/Advising/Supervising Award. Also eligible are untenured faculty members (e.g., lecturer, instructor, nontenured assistant/associate professor, clinical faculty member) who have completed at least 3 years of teaching at UNCG. No person may receive a second award within 5 years.

**CRITERIA**

The Mentoring/Advising/Supervising Awards selection process defines distinguished or exemplary mentoring as significant efforts that occur over time and with particular emphasis on the academic year preceding the award (in this case, 2007–2008):

1. Outstanding success in facilitating student learning.
2. The establishment and maintenance of high academic standards.
3. Substantial influence on the academic and professional pursuits of students and/or other faculty members.
4. Outstanding success in guiding and facilitating research, scholarship, or artistic (creative) accomplishment of students and/or other faculty members.
5. Consistent success in making complex ideas understandable and meaningful to students.

**EXAMPLES**

Examples of exemplary mentoring/advising/supervising include the following:

1. Have advised or graduated a cadre of students within the stipulated academic year, with quality work accomplished.
2. Have co-authored with student(s) in a premier refereed journal or with a prestigious publishing press, or have completed a major scholarly project that has been disseminated (e.g., multi-media presentation) within the academic year.
3. Have co-presented at a national conference(s) with student(s) or faculty members within the academic year.
4. Have been funded by an outside sponsoring agency to complete work with student(s) or faculty members.
5. Have assisted student(s) or faculty members in receiving an award from a professional association or been co-recipients.
6. Have achieved success collaborating with and/or mentoring faculty.

*Source:* MAS Awards Committee

In addition, these examples from the University-wide evaluation guidelines for promotions and tenure are relevant:

- Advising students in laboratories and fieldwork, research projects, theses, and dissertations.
- Supervising teaching assistants and students enrolled in internships and clinical experiences.
- Directing collaborative research with students.
- Directing students in creative presentations.
- Overseeing student-directed creative presentations.
- Supervising students in independent study.
- Mentoring students.
- Providing program/career advising.

*Source:* “Advising, supervising, guiding, and mentoring students” (<http://provost.uncg.edu/documents/personnel/evaluationPT.pdf>)

## **NOMINATIONS**

Nominations may be made by students, faculty members, staff, and alumni from UNCG or elsewhere. Nomination forms must be accompanied by a signed statement of support (not to exceed two typewritten pages) and the completed nomination form. **THE CALL FOR NOMINATIONS IS ONGOING UNTIL FEBRUARY 2, 2009**. All nominations and queries should be forwarded to the Mentoring/Advising/Supervising Award (MAS) Committee Chair, Dr. Carol Mullen ([camullen@uncg.edu](mailto:camullen@uncg.edu)). The form is available at the SOE website.

## **PROCEDURES**

The college-wide MAS Awards Committee is responsible for screening the materials received from nominators and nominees, and on making decisions regarding all applications. On behalf of the committee, the Chair will communicate with nominators and nominees regarding the status of applications and outcomes.

The committee consists of faculty members from each of the SOE departments. The original volunteers were three department chairs and one associate dean who created the proposal and application for this award. These materials were discussed with the Dean’s Executive Council and the application form was refined over a series of meetings during fall 2007.

## **NOTIFICATION AND SELECTION**

All nominees will be notified of their nomination by February 9, 2009, and will be sent instructions by the MAS Committee Chair on any required materials and deadlines at that time.

The materials to be submitted by the nominee for consideration (following the nomination's initial submission) will consist of **the nominee's current vita and at least one piece of evidence**. Evidence supporting claims for award consideration include, but are not limited to, publication, proposal for presentation, grant or funding support, creative product, thesis/dissertation award, and the nominee's brief philosophy of mentoring. However, if the statement of philosophy is submitted, another form of evidence must accompany it (e.g., publication). Also, in addition to the nominator's letter, a maximum of three letters of support can be included from, for example, students, alumni, faculty, staff, and/or colleagues.

### **MENTORING/ADVISING/SUPERVISING (MAS) AWARDS Nomination Form**

(Please type or print.)

I wish to nominate \_\_\_\_\_ of the \_\_\_\_\_ SOE department/division/program for the MENTORING/ADVISING/SUPERVISING (MAS) AWARD.

Nominee's Rank: \_\_\_\_\_ Year of Initial Appointment \_\_\_\_\_

Nominator: \_\_\_\_\_ Faculty \_\_\_ Student \_\_\_ Staff \_\_\_ Alumni

Nominator's Rank: \_\_\_\_\_

University/affiliation of nominator, if not UNCG: \_\_\_\_\_

Date: \_\_\_\_\_

*Note.* One of the above nominators must be employed at (or a graduate of) UNCG. The nominator should attach and sign a statement of support (not to exceed two typewritten pages). This statement, along with the completed nomination form, will be reviewed by the selection committee in the initial screening of nominees.

**ALL NOMINATIONS MUST BE RECEIVED BY FEBRUARY 2, 2009**

#### **Forward all materials to:**

Dr. Carol Mullen, Chair, Mentoring/Advising/Supervising (MAS) Awards Committee  
 Professor and Chair  
 Department of Educational Leadership & Cultural Foundations  
 The University of North Carolina at Greensboro  
 School of Education  
 239-B Curry Building  
 P.O. Box 26170  
 Greensboro, NC 27402-6170  
 Email: camullen@uncg.edu  
 Office Phone: (336) 334-9865

Approved: SOE Executive Council and Faculty Assembly (11/6/07)