

FLORIDA A&M UNIVERSITY

Adviser/Faculty Adviser-Mentor/Teacher and Advanced Teacher of the Year UPDATED NOMINATION FORM (Criteria Attached)

The attached nomination form must be completed by those person(s) nominating candidates for Adviser/Faculty Adviser-Mentor/Teacher and Advanced Teacher of the Year.

The nomination form must be returned to the Faculty Senate Office no later than **5:00 p.m. on Thursday, April 7, 2022.**

If you have any questions regarding the award process, please contact the Faculty Senate Office at 850-599-3023.

Florida A&M University

Adviser/Faculty Adviser/Teacher and Advanced Teacher of the Year Updated Nomination Timeline 2022

1. Nomination Deadline: **Thursday, April 7, 2022**
2. Nominees contacted by: **Tuesday, April 12, 2022**
3. Applications submitted (by nominees) **Friday, April 22, 2022**
4. Evaluations Conducted **Monday, April 25, 2022**
Friday April 29, 2022
5. Finalists interviewed **Monday, May 2, 2022 –**
Friday, May 6, 2022
6. Adviser/Faculty Adviser/Teacher and Advanced Teacher of the Year committee submit their recommendations of award recipients to the Faculty Senate by: **Monday, May 9, 2022.** *Recipients will be recognized at the spring commencement, the Faculty Preplanning Conference 2022.*

Note: All dates, other than application deadlines, are contingent upon the number of applicants received by the close of the nomination and application periods. Temporary employees such as, OPS personnel, visiting professors, adjunct professors, and others, are ineligible for these awards.

ADVISER OF THE YEAR AWARD

Qualifications

Qualifying candidates include any full-time staff member (with at least one-year experience at FAMU) whose primary responsibility/role at FAMU is advising students, have demonstrated exceptional service to and support of students, are knowledgeable of academic requirements and university policies impacting students, demonstrated a commitment to student support programs and student services within the University, and have not received the award in seven years. No person can receive two awards (teacher and/or adviser) in the same year.

Nomination

Students, faculty, administrators, and alumni may nominate advisement staff members for the award on the nomination form. Given that the award is associated with advising, nominations from students are encouraged.

Criteria

Staff members considered for nomination should demonstrate several attributes and characteristics associated with quality advising, including (but not limited to):

- Demonstrates a commitment to engage and help advisees in a caring manner that reinforces principles of excellence in education and authentic support for personal, academic, and professional development.
- Maintains a thorough knowledge/mastery of the academic requirements/program(s) they are assigned to and all institutional policies, procedures, regulations, and supports relevant to students. This includes a knowledge base and collaborative relationships with other appropriate resources that students can be referred to for additional assistance.
- Demonstrates strong interpersonal skills and a genuine interest in and knowledge of students' characteristics, culture, background, goals, and expectations.
- Demonstrates availability and responsiveness to advisees, faculty and/or staff in their role as adviser.
- Continuously monitors student progress toward academic and career goals and itemizes student successes.
- Continues to engage in professional development and seeks to improve teaching and advisement skills.

FACULTY ADVISER – MENTOR OF THE YEAR AWARD

Qualifications

Qualifying candidates include any full-time faculty (with at least one year of experience at FAMU) (of at least one year on campus) whose primary responsibility is teaching (with a minimum of two undergraduate courses per semester or have at least 50% of their time assigned to teaching), have assigned advisees (with a portion of their time allotted to advisement), are knowledgeable of academic requirements and university policies impacting students, and have not received the award in seven years. No person can receive two awards (teacher and/or adviser) in the same year.

Nominations

Students, faculty, administrators and alumni may nominate faculty for the award using the applicable nomination form. Given that the award is associated with advising, nominations from students are encouraged.

Nomination Criteria

Faculty members considered for nomination should demonstrate several attributes and characteristics associated with quality teaching and advising, including (but not limited to):

- Demonstrates a commitment to engage and help students and advisees in a caring manner that reinforces principles of excellence in education and authentic support for personal, academic, and professional development.
- Maintains a thorough knowledge/mastery of the academic requirements/program(s) they are assigned to and all institutional policies, procedures, regulations, and supports relevant to students. This includes a knowledge base and collaborative relationships with other appropriate resources that students can be referred to for additional assistance.
- Demonstrates strong interpersonal skills and a genuine interest in and knowledge of students'/advisees' characteristics, culture, background, goals, and expectations.
- Demonstrates an interested in—and uses innovative efforts focused on—motivating/stimulating students' interest to learn.
- Demonstrates a mastery of teaching content, strategies and implementation.
- Demonstrates availability and responsiveness to students/advisees, faculty and/or staff in their role as teacher and adviser.
- Continuously monitors student progress toward academic and career goals and is able to itemize student successes.
- Continues to engage in professional development and seeks to improve teaching and advisement skills.

TEACHER OF THE YEAR AWARD

Qualifications

Qualifying candidates include any full-time faculty (with at least one year of experience at FAMU) (of at least one year on campus) whose primary responsibility is teaching (with a minimum of two undergraduate courses per semester or have at least 50% of their time assigned to teaching), have assigned advisees (with a portion of their time allotted to advisement), are knowledgeable of academic requirements and university policies impacting students, and have not received the award in seven years. No person can receive two awards (teacher and/or adviser) in the same year.

Nominations

Students, faculty, administrators and alumni may nominate faculty for the award using the applicable nomination form. Given that the award is associated with advising, nominations from students are encouraged.

Nomination Criteria

Faculty members considered for nomination should demonstrate several attributes and characteristics associated with quality teaching and advising, including (but not limited to):

- Demonstrates a commitment to engage and help students and advisees in a caring manner that reinforces principles of excellence in education and authentic support for personal, academic, and professional development.
- Maintains a thorough knowledge/mastery of the academic requirements/program(s) they are assigned to and all institutional policies, procedures, regulations, and supports relevant to students. This includes a knowledge base and collaborative relationships with other appropriate resources that students can be referred to for additional assistance.
- Demonstrates strong interpersonal skills and a genuine interest in and knowledge of students'/advisees' characteristics, culture, background, goals, and expectations.
- Demonstrates an interested in—and uses innovative efforts focused on motivating/stimulating students' interest to learn.
- Demonstrates a mastery of teaching content, strategies and implementation.
- Demonstrates availability and responsiveness to students/advisees, faculty and/or staff in their role as teacher and adviser.
- Continuously monitors student progress toward academic and career goals and is able to itemize student successes.
- Continues to engage in professional development and seeks to improve teaching and advisement skills.

ADVANCED TEACHER OF THE YEAR

Qualifications

All full-time faculty members (at least one year at the University) who teach a minimum of two undergraduate courses per semester, have assigned advisees, and have not been recognized with the Award in seven years qualify. Faculty members who have received the “Teacher of the Year” award but who have not won an “Advanced Teacher of the Year” award are likely nominees. No person may receive two awards in the same year. Prospective awardees must supply data in support of successful teaching, advisement, research, and public service.

Nominations

Students, faculty, administrators, and alumni may nominate faculty members who exemplify the highest quality in teaching, research and public service.

Nomination Criteria

Faculty members who have demonstrated continued excellence in teaching effectiveness, advisement, research, and public service are to be nominated. All criteria for the Teacher of the Year award also apply.

NOMINATION FORM FOR TEACHER/ADVISER
AND ADVANCED TEACHER OF THE YEAR

New Nomination Deadline: 5:00 p.m. on Thursday, March 17, 2022.

This is a nomination form for the (check one):

- Adviser of the Year
- Faculty Adviser-Mentor of the Year
- Teacher of the Year
- Advanced Teacher of the Year

Date: _____

Name of Applicant: _____

Academic Unit: _____

Name of Nominator: _____

Nominator's Address and Telephone Number: _____

Nominator's Signature: _____

In consideration of this nomination, I hereby present the following answers to the listed questions:

1. Why did you nominate this teacher/adviser/mentor?

2. Please respond to the following topics as they relate to your nominee.

A. Use of creative and innovative instructional/advising and/or mentoring techniques.

B. Knowledge of academic discipline.

C. Originality in the organization and presentation of instruction.

D. Availability and helpfulness to students.

E. Effectiveness of teaching/advising/mentoring methods.

F. Integration of academic discipline with other fields.

G. Involvement in advisement and counseling interaction with students.

H. Research associated with teaching.

I. Research associated with chosen academic discipline.

3. Of all the teachers/advisers/mentors you have known, how would you rate this person? Use a 5-point scale with 5 being the highest and 1 being the lowest.

4. If applicable, what grade did you receive from this teacher/adviser/mentor?

Send this nomination packet to the Faculty Senate Office: tanya.milliner@fam.u.edu