

Provost's Award for Mentoring in Scholarly and Creative Activity

1. Nominators must submit a nomination letter to the Office of the Provost by the fourth Monday in February. This letter should explain how the nominee excels in mentoring students to fulfill their scholarly or creative activities goals, and describe the strengths of the nominee's mentoring.
2. The nominee will be contacted and asked to submit the portfolio to the Office of the Provost by the fourth Monday in March. The portfolio should contain the following:
 - a. an itemized list of portfolio contents;
 - b. a current CV;
 - c. a summary statement of students' scholarly and creative activity (SCA) mentoring contributions:
 - a list of students mentored with their next career step noted;
 - lists of different types of SCA mentoring contributions; please include complete contribution details and note the significance of each according to nominee's discipline;
 - d. documentation of SCA mentoring contributions; such contributions might take the form of published plays, poems, stories, essays, research results, conference presentations, articles, reviews, reprints, photos, compositions and translations, as well as works of art, exhibitions, artistic performances, etc.
3. The nominee also needs to request that at least three references submit a letter of support to the Office of the Provost by the fourth Monday in March. At least two of these letters should be written by a student or colleague familiar with the nominee's success mentoring student SCA work. Letters should explain how the nominee excels in mentoring students to fulfill their scholarly or creative activities goals, and outline the strengths of their mentoring. The letters should stress the quality of work as recognized by peers in terms understandable to those unfamiliar with the field.
4. The Office of the Provost will determine the awardee with advice from the Advisory subcommittee of the Scholarly and Creative Activities Committee. It is the nominees' responsibility to ensure that all items are included. Only candidates with complete portfolios will be considered.