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| Texas State UniversityMARIEL M. MUIR EXCELLENCE IN MENTORING AWARD**NOMINATION FORM** |
| Name of Nominee: |  | Date: |
| Nominee’s Department/Office: | Faculty Member  | Staff Member  |
| Nominee’s Department/Office: | Nominator: |
| Provide a List of Mentoring Activities in chronological order with specific dates |
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| List any other assignments related to mentoring (for example: committee memberships, involvement in campus organizations, professional advisory roles, etc.) |
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| how did the Nominee/mentor Provide critical support to assist the student/faculty member/staff member to function effectively in the organization? |
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| Describe how the nominee/mentor exhibited a sustained commitment to his/her professional relationship with the Mentee(s) that resulted in the mentee’s career growth or personal development?  |
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| what behavior, attitudes, and skills did the nominee/mentor demonstrate to assist the mentee(s) in achieving competence, confidence and professional standing?  |
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| DOCUMENTS TO INCLUDE IN NOMINATION PACKAGE (Total package limited to 15 pages) |
| * Completed nomination form
* A letter of nomination and support, which should include reasons for the nomination and the period during which the mentoring occurred
* A brief personal sketch/biography that describes the nominee’s mentoring activities beyond the scope of their job responsibilities and impact of those activities
* Up to four additional letters of support from colleagues, co-workers, or students
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| ANNUAL TIMELINE |
| **January 31 (or next business day)*** Faculty nomination packages due to the nominee’s college dean
* Staff nomination packages due to the nominee’s director/department chair/dean

**February 15 (or next business day)*** Directors/department chairs/deans forward all nominations (faculty and staff) to their vice president, director of athletics, or special assistant to the president

**March 15 (or next business day)*** The provost submits faculty nomination package(s) to the chair of the Mariel M. Muir Excellence in Mentoring Award selection committee
* Each vice president, director of athletics, and special assistant to the president submits staff nomination package(s) to the chair of the Mariel M. Muir Excellence in Mentoring Award selection committee
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| ADDITIONAL INFORMATION |
| Chair, Mariel M. Muir Excellence in Mentoring Award Selection Committee:Dr. Debbie Thorne, Associate Provostdm29@txstate.edu UPPS 04.04.36 <http://www.txstate.edu/effective/UPPS/UPPS-04-04-36.HTML> |