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| **MARIEL M. MUIR EXCELLENCE IN MENTORING AWARD NOMINATION FORM** |
| Name of Nominee: |  | Faculty Member  | Staff Member  |
| Nominee’s Department/Office: |  | Nominee’s College/Division: |  |
| Nominator: |  | Date: |  |
| Provide a List of Mentoring Activities in chronological order with spectific 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** |
| * 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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| **TIMELINE:** |
| **January 29, 2016**Faculty nomination packages due to the nominee’s college deanStaff nomination packages due to the nominee’s director/department chair/dean**February 15, 2016**Directors/department chairs/deans forward all staff nominations to their VPs**March 15, 2016**Each dean may submit one faculty nomination package to the chair of the Mariel M. Muir Excellence in Mentoring Award Selection Committee**March 15, 2016**Each VP and Director of Athletics may submit up to two staff member nominations to the chair of the Mariel M. Muir Excellence in Mentoring Award Selection Committee**March 15, 2016**The Special Assistant to the President may submit one staff member nomination to the chair of the Mariel M. Muir Excellence in Mentoring Award Selection Committee |
| **ADDITIONAL INFORMATION:** |
| Chair, Mariel M. Muir Excellence in Mentoring Award Selection Committee:Dr. Debbie Thorne, Associate Vice President for Academic Affairs JCK 1080512.245.1217dm29@txstate.eduUPPS 04.04.36 <http://www.txstate.edu/effective/UPPS/UPPS-04-04-36.HTML> |