|  |  |  |  |
| --- | --- | --- | --- |
| [Texas State University](http://www.txstate.edu/)MARIEL 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 | | | |
|  | | | |
| List any other assignments related to mentoring (for example: committee memberships, involvement in campus organizations, professional advisory roles, etc.) | | | |
|  | | | |
| how did the Nominee/mentor Provide critical support to assist the student/faculty member/staff member to function effectively in the organization? | | | |
|  | | | |
| 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? | | | |
|  | | | |
| what behavior, attitudes, and skills did the nominee/mentor demonstrate to assist the mentee(s) in achieving competence, confidence and professional standing? | | | |
|  | | | |
| 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 | | | |

|  |
| --- |
| 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 |
| ADDITIONAL INFORMATION |
| Chair, Mariel M. Muir Excellence in Mentoring Award Selection Committee:  Dr. Debbie Thorne, Associate Provost  [dm29@txstate.edu](mailto:dm29@txstate.edu)  UPPS 04.04.36 <http://www.txstate.edu/effective/UPPS/UPPS-04-04-36.HTML> |