

## **Excellence in Undergraduate Research Mentoring by a Faculty Member Award**

The Office of Undergraduate Research invites nominations for the Excellence in Undergraduate Research Mentoring by a Faculty Member Award. This award recognizes outstanding undergraduate research mentoring by a full-time Citadel faculty member/instructor. Recipients will have direct and significant involvement with undergraduate student researchers, a demonstrable commitment to the research mentorship of undergraduate students, and a record of effectiveness and impact with respect to undergraduate student research and success.

### Award Details

The recipient will receive a plaque with their name engraved on it and an award in the amount of \$1,000.

### Eligibility

- Nominee must be a current full-time faculty/instructor at The Citadel (an employee of any faculty rank is eligible to be nominated).
- Nominee must have provided significant mentorship to undergraduate students in research-related endeavors at The Citadel within the past three years.

### Evaluation Criteria

1. Quality of nominating letter
2. Quality of additional letter(s) of support
3. Nominee's overall effectiveness and impact in undergraduate research mentoring as described in the nominating letters and nominee's statements. Measures of effectiveness and impact may include, but are not limited to, accessibility, dependability, guidance in the undergraduate student's research activities and learning, and demonstrated commitment to creating an inclusive research environment supportive of undergraduate student success and belonging in the research context and on campus.
4. Quality of nominee's statement and curriculum vitae.

### Nomination Period

All nominations must be submitted by 5 pm on 17 March 2025. Awards will be announced at the General Faculty Meeting at the end of the semester.

### Nomination Procedure

Nominees cannot apply directly for this award. Deans/unit chairs/department heads will submit nominations. Nominations by faculty also are permitted but must be routed through deans/unit chairs/department heads. Each department may nominate no more than one nominee per award cycle.

Nominators are required to prepare the following materials as one PDF document.

1. A letter of nomination from the nominee's dean/unit chair/department head. The letter should address the nominee's overall effectiveness and impact in undergraduate research mentoring. Measures of effectiveness and impact may include, but are not limited to accessibility, dependability, guidance in the undergraduate student's research activities and learning, and demonstrated commitment to creating an inclusive research environment supportive of undergraduate student success and belonging in the research context and on campus. **{Limit one page, single-spaced}**

2. Up to two additional letters of support from the nominee's undergraduate mentees that can speak to the nominee's mentorship and commitment to research. **{Limit one page, single-spaced per letter}**
3. A statement from the nominee describing their academic and professional goals. **{Limit one page, single-spaced}**
4. A statement from the nominee describing their overall mentoring experience including how they support an inclusive and equitable mentoring environment. **{Limit one page, single-spaced}**
5. The nominee's curriculum vitae.

**Completed nomination packages should be sent as an attachment in an email to Dr. John Weinstein, Assistant Provost for Research ([weinsteinj@citadel.edu](mailto:weinsteinj@citadel.edu)) before 5pm on Monday, March 17, 2025.**

An external review committee will review nomination packages with the final award being provided by the Provost. The recipient of the award will be announced at the General Faculty Meeting at the end of the semester.