

**Ferris State University
College of Health Professions
Academic Staff Advising and Mentoring Award**

Application Cover Page

Name of nominee: _____

Department/School: _____

Period of consideration: (Academic Year)_____

Number of years serving as a CHP advisor/mentor: _____

Approximate number of advisees for the period in consideration _____

Check your response and sign below

_____ I give permission to the Ferris State University College of Health Professions to have my work published on the college website and/or any other media outlets in order to share the advising, mentoring activities and accomplishments with the rest of the college and inspire others to develop a meaningful pattern of interaction between the staff member and students that contributes to students' academic and intellectual growth.

_____ I **do not** give permission to Ferris State University College of Health Professions to publish my work on the college website and/or any other media outlets in order to share the advising, mentoring activities and accomplishments with the rest of the college and inspire others to develop a meaningful pattern of interaction between the staff member and students that contributes to students' academic and intellectual growth.

Signature

Date

Academic Staff Advising and Mentoring Award

The College of Health Professions *Academic Staff Advising and Mentoring Award* was created to recognize outstanding advising and mentoring activities and accomplishments achieved by academic staff members. For the purposes of the award, mentorship is defined as any activity in which a staff member works with students to enhance their knowledge, skills, or career direction through teaching, research, or academic advising activities. A characteristic of strong mentorship is a meaningful pattern of interaction between the faculty member and students that contributes to students' academic and intellectual growth. Award winners will receive plaque and monetary award at College of Health Professions Award Ceremony in April.

Eligibility

Academic staff members from College of Health Professions are eligible to be nominated.

A recipient may not receive the award in consecutive years.

Nomination by Department Head / School Director / Faculty / Staff

The department head, school director, faculty, or staff member will select staff members who have demonstrated exemplary *advising* and mentorship qualities, activities, and accomplishments **particularly relative to the full academic year preceding the application**. However, in recognition that mentoring relationships often develop over longer than one year, the committee will consider supplemental materials spanning *as long as 4 years immediately preceding this application*.

The department head will consult with the nominees to assure that he or she wishes his/her name to be forwarded for full consideration. If a nominee does not wish to be considered for the award, the department head will remove their nomination and may proceed to the next candidate.

Note: In any given year, it is possible that a department might choose not nominate a candidate.

Criteria

Nominees will be evaluated based on qualities exhibited by and characterized as follows:

- **Knowledge:** The mentor demonstrates breadth and depth of knowledge about programs and opportunities for students;
- **Active involvement:** The mentor acts to maintain contact with students and to monitor their progress;
- **Interpersonal skills/sensitivity:** The mentor demonstrates the ability to communicate effectively with students and focuses on their individual needs and interests;
- **Positive and lasting impact:** The mentor addresses students' lives "as a whole," and has a positive influence on them before and after they leave the University.

Award Selection Process

The Committee will review the applications for evidence of exemplary advising and mentorship qualities, activities, and accomplishments ***particularly relative to the full academic year preceding the application***. However, in recognition that mentoring relationships often develop over longer than one year, the committee will consider supplemental materials spanning *as long as 4 years immediately preceding this application*.

Timeline

- 1st Friday in February Nomination must be received, sent by department head, school director, or faculty member, by email to the **College of Health Professions Associate Dean**.
- 1st Friday in March: Nominee submits complete set of materials. **Convert application into one (1) consolidated PDF file and email to the College of Health Professions Associate Dean. Include name of award that you are applying for in the subject box.** The Associate Dean will forward applications to award committee chair to distribute to committee members for review.
- 3rd Friday in March: Award Committee completes review; chair recommends the final nominee to the College of Health Professions Dean.
- Award winners will receive plaque and monetary award at College of Health Professions Award Ceremony in April.

Application Rubric

Format: One-inch margins, 11-point font, Arial font, single-spaced.

Page limit: Not to exceed six (6) pages (appended material not counted in page total).

Page 1: Completed cover page (provided with application)

Page 2: Letter of support written by Department Head

Pages 3-6: A narrative written by the nominee describing:

- The nominee's philosophy of mentoring and advising.
- Evidence supporting applicant's effective nurturing of the professional and personal growth of students in the following domains:
 - **Knowledge:** The mentor demonstrates breadth and depth of knowledge about programs and opportunities for students;
 - **Active involvement:** The mentor acts to maintain contact with students and to monitor their progress;
 - **Interpersonal skills/sensitivity:** The mentor demonstrates the ability to communicate effectively with students and focuses on their individual needs and interests;
 - **Positive and lasting impact:** The mentor addresses students' lives "as a whole," and has a positive influence on them before and after they leave the University.

Appendices (not counted in the page total)

Letters of support from current or former students who were mentored and other materials that help substantiate the application. In this section of the application, letters pertaining to the immediately preceding calendar year should be separated from older mentoring letters and materials.