

Jack E. Cermak Graduate Student Advising Award

Nomination Process

Award Summary and Eligibility

The Jack E. Cermak Graduate Student Advising Award has been presented annually since 1984-85 to outstanding advisers and mentors across campus for recognition of excellence in graduate student advising and mentoring. Jack E. Cermak was a Professor in Civil Engineering who endowed this award because of his strong belief in the value of graduate student advising and mentoring. This award serves to highlight and reward, in a small way, the extraordinary efforts of truly outstanding advisers and mentors, who go above and beyond to ensure their graduate students succeed *and thrive* at CSU and beyond. The award amount is \$1,000.

The graduate selection committee will select one (1) individual to receive the Jack E. Cermak Graduate Student Advising Award each year; the separate undergraduate committee selects additional winners. The nominee cannot have received the award in the past seven (7) years (see the list of past recipients on the Provost's website).

Nomination Process

Nomination packets must be produced in no less than 10-point font and one-inch margins with page numbers and be organized in the following order and submitted electronically.

1. **Nomination cover page** (see the "Nomination Cover Page" on the Provost's website).
2. **A statement of nomination** that explains the mentoring impact the nominee has had on graduate students and/or the mentoring culture of the nominee's department/unit, college, or the University. Include how the nominee embodies the Characteristics of Excellent Graduate Advising (included below), supported with concrete examples. *maximum two (2) pages, double-spaced*
3. **Three (3) letters total from current or former students** who have been advised/mentored by the nominee. The nominee may suggest students/alumni who might be willing to write such a letter.
4. **A letter of support from the department chair** of the nominee. *maximum two (2) pages, double-spaced*
5. **A statement of advising and mentoring experience and philosophy by the nominee**, including how that experience and philosophy relates to the Characteristics of Excellent Graduate Advising, and how the nominee has mentored across differences (race, gender, sexual orientation, culture, age, etc.). *maximum two pages, double-spaced*

Submit the nomination packet electronically (PDF) to serena.penn@colostate.edu by 4:00 p.m. on **February 1** with the subject line "Cermak Graduate Advising Award — *nominee's name.*" No hard copies or late submissions will be accepted.

Selection Committee

A selection committee of at least five (5) individuals — including faculty and graduate students from the Graduate Center for Inclusive Mentoring — will be convened and chaired by the Vice Provost for Graduate Affairs to determine up to one (1) award winner. If a graduate adviser is not selected, the undergraduate selection committee may select a fourth winner.

Characteristics and Criteria for Assessing of Excellent Graduate Advising

Among the characteristics of excellent advising that the Jack E. Cermak Advising Award Selection Committee will consider are the following:

- Advising performance extends above and beyond the standard expectations for advisers with similar responsibilities.
- Has served as an active academic adviser of undergraduate and/or graduate students at Colorado State University for a minimum of three years.
- Advising is a significant aspect of their work effort.
- Faculty graduate advising extends beyond expected research tutelage and mentoring of students.
- Demonstrates effective interpersonal communication skills, including listening.
- Builds positive and effective advising relationships with students.
- Uses knowledge of University policies, regulations, technological tools, and procedures to promote student success.
- Understands University services and resources, and effectively refers students to appropriate offices or colleagues.
- Demonstrates ability to guide students in reflection and future planning.
- Is recognized by students as an outstanding adviser.
- Is recognized by peers as an outstanding adviser.
- Has contributed to the improvement of advising services and/or the visibility of quality academic advising throughout the campus.
- Has participated in professional development opportunities toward improving advising-related skills and understanding.