

UDMA Guidelines

Introduction:

The Office of the Provost, in conjunction with the Office of Undergraduate Research and Scholarly Activity, is pleased to present the Distinguished Mentor Award in recognition of extraordinary efforts of MSU faculty in the area of undergraduate mentoring which is understood as a sustained partnership of mutual concern significantly fostering students intellectual, ethical and academic development above and beyond expectations of even excellent advising and teaching. There should be evidence that the faculty member promoted intentional learning by the student contributing to his/her intellectual growth as expressed in the *Characteristics of an MSU Graduate*, while creating new knowledge or development of new ideas or creative works. Mentoring on this level of engagement is a sustained partnership that is necessarily multifaceted and is enhanced by mutual respect and concern. This involvement in such educational opportunities and practices not imagined before is often a life changing experience for students and leads to fuller recognition of the students' own potential. The *Characteristics of an MSU Graduate* may be viewed at http://www.murraystate.edu/provost/strategic/msu_grad.htm.

Definition of Mentor*:

1. Creates a supportive environment for undergraduate research, scholarly, and creative work.
2. Promotes successful completion of students' research, scholarly or creative work.
3. Commits to advancing students' long-term professional development - throughout their journey from student to professional.
4. Ensures that students master the content and skills of their discipline, including the ability to present that content to professional and non-professional audiences. Evidence of such skills will be found in publications in disciplinary research journals or presentations at research or creative conferences.
5. Maintains accessibility by providing consistently open lines of communication between the mentor and student.
6. Directs and connects students to resources necessary to take full advantage of academic and professional opportunities and enables students by helping them to develop their own local and national networks.

** Adapted from Duke University's Distinguished Mentor Award*

Murray State University Distinguished Mentor Award Guidelines

Eligibility Guidelines:

1. Nominees must be regular faculty members at Murray State University as defined by Section 2.1.1.1 of the *Faculty Handbook*, adopted May, 2007.

“2.1.1.1 Regular Faculty

A Regular faculty member holds academic rank and fulfills the duties and responsibilities of a faculty member as described in Section 2.12. This subsection includes the following categories:

- A. *Faculty having full-time teaching duties or teaching and other duties (e.g., research, counseling) equivalent to a full-time workload (see Section 2.12);*
 - B. *Faculty who are full-time professional librarians or have library duties and other duties (e.g., teaching, research) equivalent to a full-time workload;*
 - C. *Faculty having full-time research duties or research duties and other duties (e.g., teaching) equivalent to a full-time workload.”*
2. Awardees will be eligible for another award five years after a previous award.
 3. Should a member of the UDMA Committee be nominated and elect to pursue the award, he/she must resign from the Committee.

Nomination Process:

1. Faculty, staff, students, and alumni may submit nominations. Only one nomination is needed to place a candidate's name in nomination.
2. Persons wishing to nominate a faculty member for this award should submit the following information to the Undergraduate Research and Scholarly Activity Office:
 - a. Full name of nominee;
 - b. Nominee's current position;
 - c. Justification of why the nominee deserves the award (limited to two pages, typed single-spaced); and
 - d. Name and signature of nominator.
3. At the close of the nomination period, each nominee will be requested to provide:
 - a. an overview of the faculty member's mentoring activities and/or mentoring philosophy (limited to three pages, typed single-spaced); and
 - b. up to three additional supporting letters (the nominator's letter will also be used in the overall evaluation) from either faculty, staff, students and alumni (at least one of the letters must be from a current or former student); and
 - c. a current resume that provides evidence of mentoring activities (if a mentored activity includes an undergraduate student name or if a publication, presentation, performance, or exhibit includes an undergraduate student author or co-author, please highlight the student name).

Murray State University Distinguished Mentor Award Guidelines

Timeline:

Deadline for Nominations	November 30, 2007
Nominees Contacted	December 3 rd , 2007
Deadline for Nominees to Submit Information	February 15, 2008
Recipient Announced	April, 2008

Review Committee:

Members of the Review Committee will be appointed by the Provost, with the chair of the Committee coming from the URSA Advisory Board. Members shall be appointed to three year terms. A current listing of the Committee may be found online at <http://campus.murraystate.edu/services/URSA/index.html>, and then click on Distinguished Mentor Award. Past recipients of the Distinguished Mentor Award shall take part in the selection process of the future recipient for one year after receiving the award.

Evaluation Criteria:

In addition to the general criteria stated in the introduction of these guidelines, the following will be used:

1. Impact on students' educations, careers, and/or lives
2. Significant recognition and/or application of the undergraduate research, scholarly, or creative work as evidenced by publications, presentations, performances, and exhibits.

Award:

1. Presentation of the University Distinguished Mentor Award will be made at the Faculty Banquet. The recipient of the award will receive a plaque and a stipend of \$1000.
2. Appropriate acknowledgement in University media and forums, including participation in Commencement exercises.
3. Awardees name added to a permanent plaque (with list of prior awardees) displayed in the Office of the Provost.
4. The award recipient will give an oral presentation on his/her work, including a description of student involvement, at *Scholars Week*.

Adopted Fall, 2006

Revised Fall, 2007