

distinguished
faculty
advising
of undergraduates

call for nominations 2004/2005

**initial nominations due
Friday, March 14, 2005**

**final nomination materials due
Friday, April 22, 2005**

**The Rhoda H. Goldman Award for
DISTINGUISHED FACULTY ADVISING
of UNDERGRADUATES
Guidelines and Nomination Procedures
2004–2005**

■ **award**

This award is designed to encourage and reward outstanding contributions of faculty advisors. It serves to recognize and honor those faculty members whose dedication and skill as undergraduate advisors have enhanced the quality of undergraduate education at U.C. Berkeley. The Distinguished Undergraduate Faculty Advisor receives an award of \$2000.

■ **purpose**

The award for undergraduate advising is designed to recognize faculty members who have made a significant contribution to undergraduate education by offering outstanding counsel and guidance to undergraduates in planning their academic and professional careers. Faculty advisors provide undergraduates with an invaluable introduction to the intellectual landscape of the campus as well as to the faculty member's field and department. A skilled faculty advisor enriches the undergraduate experience by providing encouragement and direction. A dedicated advisor enhances a department's undergraduate program through skillful orientation and ongoing assistance that help students make informed decisions about their undergraduate programs and post graduation plans.

■ **criteria**

The guidance of a faculty member can be critical to student success and satisfaction. An engaged faculty advisor:

- Effectively introduces students to a discipline or field of study. (Faculty advisor may be active participant in CALSO or other planned department orientation activities.)
- Successfully communicates to students the goals of a liberal arts education and provides a framework in which students are encouraged to be informed and active participants in shaping their course of study.
- Skillfully guides students in choosing courses and areas of focus based on a familiarity with department requirements and curriculum as well as relevant offerings outside of the department.
- Generously guides and helps students define their academic or career goals.

The Distinguished Faculty Advisor does all of these things but rises to the top as a result of innovative approaches, genuine interest in undergraduates, enthusiastic engagement with the process of advising, and exceptional communication skills. Evidence of distinguished advising skills can be found in letters from students, survey results, feedback from student services staff, and input from faculty colleagues.

■ **eligibility**

The award is designed to recognize and reward faculty members who have a sustained record of providing distinguished guidance, encouragement, and direction as undergraduate advisors. Both Senate and non-Senate faculty members who have served as departmental advisors or who have on their own

initiative maintained an active role as an undergraduate advisor are eligible for nomination. It is expected that most nominations will be submitted for faculty with significant advising responsibility within the last three years, but nominations that recognize a lifetime contribution to advising for senior faculty are also welcome.

■ nomination process

Selection of the Distinguished Undergraduate Faculty Advisor is a two-stage process. During stage one, the initial nominations are submitted to the selection committee for review. The committee will identify the finalists from this initial set of nominations. Additional documentation will be requested during stage two of the process.

Who may nominate? Chairs, interdisciplinary program directors, faculty, staff, and students may submit letters of nomination. All nominations should be endorsed by the chair or director of the faculty's department or program.

Should the nomination be confidential? Although it is desirable to complete the first stage of the process without notifying the nominee, it is recognized that the documentation to support a distinguished advisor nominee will vary from one department to another. It is possible that the candidate will need to be involved in gathering the necessary support for the initial nomination.

■ stage one: initial nomination

During stage one of the process, departments initiate the nomination by submitting the following:

1. a nominating letter of no more than three pages from the department chair or director. If the nomination letter does not originate from the chair/director, a one page letter of endorsement from the chair/director should accompany the nominating letter.
2. supporting documentation attesting to the quality and effectiveness of the faculty member's advising skills. Documentation may vary from one department to another and could include: results of undergraduate exit surveys, letters from students, letters from student services staff.
3. a description of the department's undergraduate advising program that explains the nominee's role within that program.

This initial nomination is due on Monday, March 14, 2005.

■ stage two: final selection

The selection committee will review the nominations and select finalists for further review. At that time the committee will require additional documentation:

1. a statement of the nominee's advising goals, objective, and experience, written by nominee;
2. other supporting materials that might be available, such as additional letters of support from faculty, students and staff, or names of undergraduates (with contact information) for whom the nominee has served as faculty advisor recently.
3. The committee may also ask for clarification or other specific documentation at this time.

These additional supporting materials will be due on Friday, April 22, 2005.

■ award ceremony

The new Distinguished Undergraduate Faculty Advisor will be announced before the end of the spring term, and honored in a ceremony near the start of the following fall term.

■ questions?

Please contact Alicia Hayes at 642-6929, akhayes@berkeley.edu

Distinguished Faculty Advisors

2002

Robert Knapp, Classics

2003

Hubert Dreyfus, Philosophy

Marilyn Fabe, Film Studies

Bob Jacobsen, Physics

2004

Gary Firestone, Molecular & Cell Biology

Deborah Nolan, Statistics

All nomination materials should be sent to:

Distinguished Faculty Advisor Award

L&S Undergraduate Division

301 Campbell Hall MC#2922

Initial nominations due: Monday, March 14, 2005

Final documentation due: Friday, April 22, 2005

Information on previous winners at <http://research.berkeley.edu/distinguished/>

College of
**Letters
& Science**

Distinguished Faculty Advisor Award

University of California, Berkeley

L&S Undergraduate Division

301 Campbell Hall MC#2922