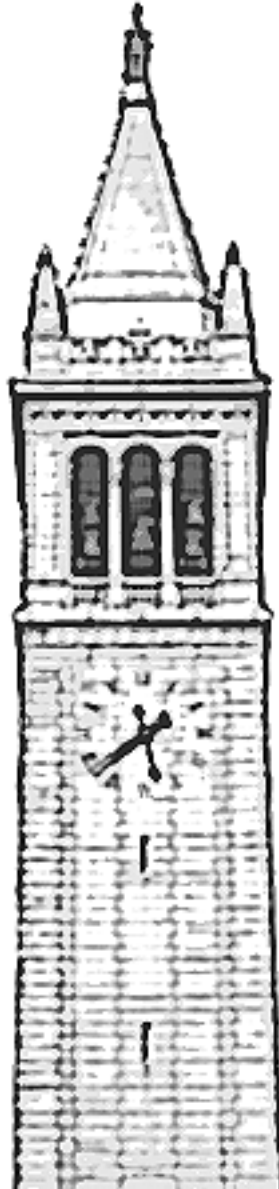


**2004/2005 CALL FOR
FACULTY AWARD
NOMINATIONS**



**INITIAL NOMINATIONS DUE
MONDAY, MARCH 14, 2005**

**FINAL NOMINATION MATERIALS
DUE FRIDAY, APRIL 22, 2005**

**DISTINGUISHED
research
mentoring
OF UNDERGRADUATES**

**COLLEGE OF LETTERS & SCIENCE
UNIVERSITY OF CALIFORNIA, BERKELEY**

**DISTINGUISHED
RESEARCH MENTORING
of UNDERGRADUATES**



**Guidelines and Nomination Procedures
2004-2005**

The Award • This award is designed to honor individual faculty members who have performed exceptional service as research mentors for undergraduate students. Each year the College of Letters and Science will honor five research mentors nominated from the five divisions: Arts and Humanities, Biological Sciences, Physical Sciences, Social Sciences and the Undergraduate Division. Distinguished Mentors will receive an award of \$2,000.

Purpose • Many Berkeley faculty make an extra effort to mentor undergraduates working on faculty research projects or to guide undergraduates who are engaged in independent research. This is often undertaken in addition to teaching and research responsibilities, and in addition to mentoring graduate students. This effort in mentoring undergraduates is consistent with the teaching mission of the university, and indeed, it can be a powerful teaching tool. Usually this mentoring takes place outside of the classroom, in the office or the lab. To do it well takes significant effort, but faculty members have not always been recognized for the time and skill that one-on-one mentoring requires, or for the exceptional opportunities that they create for undergraduate learning.

This award seeks to recognize faculty members who create extraordinary research opportunities for students **beyond the classroom**, and who devote unusual time and effort to **encouraging and developing undergraduate researchers**.

Criteria • There are many opportunities for faculty members to mentor undergraduates in research, formally and informally, through departments, and through campus programs dedicated to undergraduate research. Whether the research is faculty-initiated, as in the Undergraduate Research Apprentice Program, or student-initiated, as in supervised independent studies, good mentoring is critical to student success.

Outstanding mentors will have varied approaches, fitting their research and temperament. We would expect such a mentor to do many of the following:

- provide exceptional guidance for students undertaking independent research
- actively encourage inquiry and innovation
- structure research activities to accelerate learning
- instruct students in the ethics of research
- provide students with an overview of the field and the problem
- guide students in planning for post-graduate research
- create opportunities for many students to do research
- mentor students from diverse economic and social backgrounds
- educate students about grants and funding for research
- coach students in professional standards for presentation
- actively encourage students to publish their research
- advocate undergraduate research involvement in their departments and ORUs

Eligibility • We seek to honor faculty members who have made sustained and extraordinary contributions to undergraduate education by encouraging, guiding, and challenging undergraduate researchers. Only faculty members who have actively mentored students in four out of the last six semesters may be nominated. Senate and non-senate faculty are eligible.

THE NOMINATION PROCESS • Nomination is a two stage process, as described below.

Who may nominate? Because research mentoring usually takes place outside of regular departmental obligations, the chair of the department may not be the first to recognize exceptional effort. For this reason, any student, staff or faculty member may initiate the process, although the chair of the department must offer the strongest possible endorsement. Chairs are asked to endorse no more than one faculty member each year.

Should the nomination be confidential? Although it would be desirable to complete the first stage of the process without notifying the nominee, we recognize that the kind of documentation usually available in departments (teaching evaluations, syllabi, enrollment records, etc.), may not be best for this award. It may be necessary to involve the nominee at an early stage to ascertain the scope of the activity and even the names of the students mentored.

Sources for documentation: Nominating parties are encouraged to check with the Berkeley Undergraduate Research Consortium for records of faculty participation in any of the campus undergraduate research programs: the Undergraduate Research Apprentice Program, the McNair, Miller and Haas Scholars Programs, the Biology Fellows Program, the Summer Research Opportunity Program, etc. Faculty participation in these programs is often unnoticed in home departments, but may be well documented and evaluated in these programs. Inquiries about faculty participation can be sent to burc_list@uclink.berkeley.edu (or call Terry Strathman, 2-3795).

Because this award recognizes work “beyond the classroom,” teaching evaluations will not normally be useful in this process. The exception would be 199 or 99 course evaluations in those departments that use these numbers exclusively for research, and that require a written evaluation at the end of the term. Senior thesis (numbered 195, occasionally 196) evaluations may be included in those departments in which thesis supervision is structured as an independent study, as opposed to a course for which the mentor receives teaching credit.

STAGE ONE • INITIAL NOMINATION

The initial nomination consists of

- (1) a nominating letter of no more than three pages; if the nomination letter does not originate from the department chair, a letter of endorsement from the chair must accompany the nominating letter;
- (2) supporting documentation attesting to the nature, quality and scope of the research mentoring; (this could include letters from students and other descriptive materials)
- (3) a list of undergraduate researchers mentored in the last three years (including summers). Please include SID or contact information if possible.

These three sources, taken together, should give a clear picture of both qualitative and quantitative aspects of the nominee’s involvement in research mentoring.

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

STAGE TWO • FINAL SELECTION

The committee will review initial nominations and select no more than 10 nominees (no more than two from each Division) for further review. After the finalists are selected, the committee will request additional materials from the nominee and the department.

- (1) The nominee will provide a statement of objectives and experiences in directing and mentoring undergraduate researchers.
- (2) Further documentation may be requested from departments, programs and mentored students, primarily in the form of letters.
- (3) If the nominee was not consulted in the initial nomination, he or she should, at this time, review and update any materials submitted pertaining to the nature, quality and scope of the research mentoring.

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

Award Ceremony • The new Distinguished Research Mentors will be announced before the end of the spring term and honored in a ceremony near the start of the following fall.

Questions? Please contact Alicia Hayes at 643-6929, akhayes@berkeley.edu

DISTINGUISHED RESEARCH MENTORS

2002

Marianne Constable
Alex Filippenko
Gary Firestone
Caroline Kane
Dacher Keltner

2003

Bruce Cain
Anne Cheng
John Forte
Charles McClain

2004

William B.N. Berry
David Cohen
Stefano DellaVigna
William Kahan
Jeremy Thorner

All nomination materials should be sent to:
Distinguished Research Mentor Award
Office of Undergraduate Research
L&S Undergraduate Division
301 Campbell Hall MC#2922

Initial nominations due Monday, March 14, 2005
Final documentation due: Friday, April 22, 2005

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

College of
**Letters
& Science**

Distinguished Research Mentor Award
Office of Undergraduate Research
L&S Undergraduate Division
301 Campbell Hall MC#2922