

UNIVERSITY OF MINNESOTA

Duluth Campus

*Vice Chancellor for
Academic Administration*

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DATE: January 20, 2009
TO: Associate Deans
FROM: Vince Magnuson, Vice Chancellor for Academic Administration
SUBJECT: Outstanding Faculty Adviser Awards

I am pleased to announce the 2008-2009 Outstanding Faculty Adviser Award process. This award honors, at the end of each academic year, five faculty members who have demonstrated outstanding service to the University through advising. Each award winner will receive \$500 as a cash bonus or travel or an equipment allocation. In addition, each winner's department will receive \$500 to spend on its advising program. Please forward this information to faculty in your unit.

Each collegiate unit has written a philosophy of advisement by which it guides its advisement practices. The collegiate philosophy and the departmental practice statement should serve as the foci from which faculty advisors are chosen for this award. Please note that collegiate units are encouraged to send forward at least two nominations.

In each collegiate unit, the following process is suggested:

1. The principal administrator for each unit shall call for nominations for the 2008-2009 Outstanding Faculty Adviser Award.
2. Faculty, staff, or students may make nominations and members may nominate themselves. Temporary, tenure-track, or tenured faculty members may be nominated.
3. Nominations should be no more than two pages and should consist of reasons why a faculty member should receive the award. Supporting materials may be provided. Nominations should be submitted to the principal administrator by March 3, 2009.
4. A collegiate process should be used to screen nominations and to make recommendations to the principal administrator.
5. The principal administrator shall forward her/his prioritized recommendations and documentation to the Office of the Vice Chancellor for Academic Administration by March 6, 2009.