



UNIVERSITY
of HAWAII®
MĀNOA

The Peter V. Garrod Distinguished Graduate Mentoring Award recognizes mentoring excellence by graduate faculty at the University of Hawai'i at Mānoa (UHM). Each year, the Graduate Council invites nominations and presents one award to an outstanding graduate faculty who demonstrates foremost excellence in mentoring.

Nomination Guidelines

Nominees must demonstrate an outstanding career record of mentoring graduate students at UHM. Nominators must be either current or former students who have been mentored by the nominee and who can relate their experiences first-hand. Principal nominators shall be current and former graduate students. To the extent that the mentoring of undergraduate students contributes to the development of prospective graduate students, undergraduate students may serve as associate nominators.

Amount of Award

The award consists of \$1,000.

Eligibility

Any UHM graduate faculty may be nominated, with the exception of past recipients of the award.

Required Documents

1. Peter V. Garrod Distinguished Graduate Mentoring Award Application Form
2. Two letters (no more than 1,200 words each) addressing the following perspectives:

Recent student perspective

This letter shall be written by one or more current or former graduate students who have been mentored by the nominee. The letter should identify the distinguishing characteristics of the nominee in terms of teaching and mentoring excellence. It should also illustrate the commitment of the nominee to foster a learning environment that allows students to develop their full intellectual capacity, while ensuring that they emulate the highest ethical standards.

Long-term professional perspective

This letter shall be written by the chair of the nominee's department/unit or by a colleague familiar with the nominee's mentoring skills. The letter should provide evidence of continued excellence in mentoring throughout the nominee's teaching career. This letter may also be prepared by a student, but preferably by an administrator or a faculty member.

2540 Maile Way, Spalding Hall 360
Honolulu, Hawai'i 96822
Telephone: (808) 956-7541
Fax: (808) 956-4261

N.B.

Additional supporting material should not be attached to the original nomination. Upon request by the Graduate Council, however, the nominators should compile documentary evidence to support the nomination. The council selects finalists based on information provided in the two letters described above. Therefore, it is important that the letters make the best case possible within the space limitation. In addition to providing a fairly comprehensive account of the unique qualities and accomplishments of the nominee that warrant the nomination, the letters should draw upon a wide range of comments from both graduate and undergraduate students who have been mentored by the nominee. The Graduate Council looks for evidence that not only documents the present effectiveness of the nominee as a mentor, but substantiates continued excellence throughout the nominee's career as well.

Selection Criteria

While it is impossible to develop a single set of criteria to measure excellence in mentoring, the Graduate Council in general looks for the following qualities in a nominee:

- Maintains the highest standards of professional conduct and personal ethics and guides students to emulate such standards.
- Teaches by example: setting and consistently attaining high standards of professional scholarship, creating quality publications and willingly engaging in outreach activities.
- Fosters the development of graduate students' communication skills, both written and oral, as appropriate for the students' disciplines by critiquing written work and oral presentations; is available for editorial assistance in the preparation of the thesis or dissertation and evaluates its progress in a timely manner.
- Is accessible to students, communicates effectively and respectfully and promotes such interactions.
- Educates students in the culture and procedures appropriate to their discipline; helps students network with other scholars in their field.
- Promotes intellectual growth and critical thinking.
- Provides career guidance, actively helping students to find professionally-relevant employment.
- Actively assists students' progress through the degree in a timely manner and helps students develop in those areas particularly critical to their professional success.

Nomination Procedure and Deadline

Submit nominations to the Graduate Division, Spalding 360, before the start of the spring semester. The Graduate Council will notify finalists and request dossiers for close review.



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Distinguished Graduate Mentoring Award Nomination Form

Part I. Information on Nominee

Name of Nominee _____
LAST FIRST

Home Department of Nominee _____

Additional departments in which the nominee mentors graduate students (List all)

1. _____ 2. _____
 3. _____ 4. _____

Part II. Information on Nominators

* Status = student, faculty or alumnus / alumna

Nominator	Name	Status *	Department
Principal			
Secondary			
Secondary			
Secondary			

Contact Information for Principal Nominator

Local Mailing Address _____
STREET APT. NO. CITY ZIP CODE

Email Address _____

I have read and understand the policies and nomination instructions for this award.

 Signature of Principal Nominator Date

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