

# College of Agriculture Outstanding Graduate Mentor Award

## Criteria and Guidelines

The College of Agriculture **Outstanding Graduate Mentor Award** was established to recognize and honor faculty members for their excellence in mentoring graduate students (advising, supporting, mastering, encouraging and promoting scholarly work environment) for their life long professional and personal development.

### To be eligible for this award, the applicant must:

1. Have a full-time faculty appointment in the College of Agriculture.
2. Have graduate faculty status at the School of Graduate & Professional Studies
3. Have not received this award within the last 5 years.

The award carries a cash value of \$500

If applications do not meet the award requirements, the award will not be presented during that year.

### Application materials:

1. **Cover letter** that highlights how the applicant meets the evaluation criteria.
2. **Brief CV/resume** emphasizing graduate student mentoring activities (see specific evaluation criteria below)
3. **Documentation** of awards received by graduate students where applicant served as a major advisor or co-advisor.
4. **Documentation** of quality of thesis or dissertation and publications (outside of theses or dissertation) with graduate student authors where applicant served as a major advisor.
5. **Three letters of support** from current or former graduate students advised by the applicant identifying impacts of applicant's mentorship. The letter should be uploaded by the student directly to <http://bit.ly/tsu-ag-oma> or send via regular mail at the address provided below or sent to the applicant in a sealed envelope before the deadline.

### Evaluation Criteria:

The following scoring criteria will be used to evaluate the award applications.

#### 1. **Mentoring outputs** (3-5 years) (45 points)

Documentation of presentations, publications, and awards received by graduate students over the last 3-5 years. Also, identify the length of time each student spent working on their graduate studies (M.S. or Ph.D.). Full points will be given to those applicants with students graduating within 2 years for M.S. students or 4 years for Ph.D. students.

Score calculation for mentoring impacts will be determined as outlined below:

- i. Student led peer-reviewed article in research or extension journal (quantity and quality such as impact factor shall be taken into account) 18 points

- ii. Student led extension or research fact sheet, non-refereed publications, magazine articles, newspaper articles, abstracts, proceedings, books, book chapters, bulletins, report and documentation of the student's work that has been covered by the mass media e.g. radio show, broadsheet newspaper etc. 10 points
- iii. Student presentation award or recognition of student's research/extension work (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>) 6 points
- iv. Student presentation (oral and poster, abstract, conference paper, conference proceeding) 6 points
- v. Student demonstrated a grantsmanship through a successfully funded proposal (a fellowship, scholarship, travel award or grant) 5 points
- vi. Student duration (if above the expected time period identified earlier, deduct 2 point per student per year) -2 points

**2. Mentoring training (3-5 years) (25 points)**

Documentation of participation on graduate student committees, providing professional development opportunities to graduate students (outside of presentations identified in Criteria #1), and engaging in workshops related to mentee's professional development.

Score calculation for mentoring training examples will be determined as outlined below:

- i. Provide support for graduate students 10 points
  - a. Professional support for graduate student through extramural funding
  - b. Provide professional development opportunities for graduate students
- ii. Provide service to the graduate students 10 points
  - a. Serving faculty advisor for the student club, journal club, society chapter
  - b. Organizing and participating graduate student orientation, mentorship activities, training workshops
- iii. Participation on graduate student thesis or dissertation committee 5 points

**3. Mentee recommendations (18 points)**

Three letters of recommendations from mentees (a maximum of 6 points each) who identify specific impacts that the major advisor has made on the mentee's research, career choice, emotional and moral encouragements, feedback on mentee's performance, being a role model for mentee etc. Include specific examples of what the major advisor did to help the mentee achieve their immediate and long-term career goals.

**4. Impacts (12 points)**

Documentation of impacts that mentor has provided to the mentee's career choice and direction, for example perusing graduate studies or finding academic career at industries or academia.

Score calculation for mentoring impact as outlined below:

- i. Successfully getting job in mentee's professional training area 6 points
- ii. Support for mentee's progress/development after graduation 4 points
- iii. Mentee's preparedness for a dream job and career path 2 points

**Conflicts of interest:**

Award committee members are not eligible to apply for this award.

**Deadline:**

Electronic copies of all required and supporting documents (except support letters) should be compiled into a single PDF file and name file as "OMA\_Application\_LASTNAME OF APPLICANT". Then the applicant should upload it at: <http://bit.ly/tsu-ag-oma> by March 15. If you have any questions, please contact the Outstanding Graduate Mentor Award Chair, Dr. Bharat Pokharel by email at [bpokhare@tnstate.edu](mailto:bpokhare@tnstate.edu) or by telephone at (615) 963 6054

The hard copy of the support letters can be mailed to:

Dr. Bharat Pokharel  
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