Dockweiler Award for Excellence in Undergraduate Advising

A. Statement of Purpose

Established in 2007 through a gift from the Julia Stearns Dockweiler Charitable Foundation, the Dockweiler Award for Excellence in Undergraduate Advising annually recognizes approximately three members of the full-time faculty or exempt staff who have demonstrated a sustained commitment to Notre Dame undergraduates through outstanding mentoring, academic advising or career counseling services.

The Dockweiler award aims to:

• Demonstrate in a tangible way that mentoring, academic advising and career counseling activities are important and valued roles for faculty and staff at Notre Dame
• Highlight a diverse set of Notre Dame exemplars who illustrate innovative ways outside a classroom context to inspire and assist undergraduates in reaching their academic and professional goals
• Inspire and incentivize more members of the Notre Dame community to provide individualized guidance to undergraduate students

B. Eligibility Criteria

To be eligible for the Dockweiler Award, an individual must not have received the Dockweiler Award previously and must fulfill one of the following criteria:

• Is tenured and has been employed as a full-time member of Notre Dame’s teaching and research faculty for at least five years
• Has consistently mentored undergraduates in research, scholarly or creative endeavors, and has been employed as a full-time member of Notre Dame’s special professional faculty or research faculty for at least five years
• Has major responsibility for academic advising or career counseling of undergraduates and has been employed as a full-time member of Notre Dame’s special professional faculty or exempt staff for at least five years
C. Selection Criteria

Nominees for the Dockweiler Award will be judged by the significant impact they have had on Notre Dame undergraduates in non-classroom settings. Winners of the Dockweiler Award share many of the following characteristics:

- Demonstrates a sustained commitment to the intellectual development and scholarly engagement of undergraduates
- Facilitates invaluable learning experiences outside of a classroom setting
- Provides information and opportunities that enhance the likelihood that students will achieve their academic or career goals
- Serves as a mentor or role model for students
- Monitors student progress towards academic and professional goals and responsibly provides constructive advice as needed
- Encourages undergraduates to apply for academic fellowships, internships, and post-graduate opportunities
- Enhances significantly the quality of advising or mentoring within a program, office, department or college
- Assists colleagues in developing and/or improving advising proficiency through informal collaboration and in-service training opportunities.
- Cultivates relationships with organizations who recruit Notre Dame graduates

D. Selection Process

Nominations for the Dockweiler Award for Excellence in Undergraduate Advising will be solicited from Notre Dame undergraduates and employees through Mar. 3, 2009.

Nominations can be submitted online through the following process:

- Enter a password-protected university website (http://provostawards.nd.edu)
- Select the name of your nominee from the list of eligible candidates
- Indicate how long you have known the nominee and in what capacity.
- Explain why you believe this nominee is deserving of the award:
  - **Student nominators** –
    - In an essay of no more than 500 words, please describe how the nominee has (i) furthered your intellectual development or scholarly engagement outside of a classroom setting, (ii) provided you with advice and/or mentoring to help you achieve your academic goals, or (iii) played an important role in helping you identify/discover/realize career goals and opportunities. Your essay should include one or more specific examples where the nominee had a special impact on you.
  - **Faculty/staff/administrator nominators** –
    - In an essay of no more than 1000 words, please describe how the nominee has (i) demonstrated a sustained commitment to furthering the intellectual development and scholarly engagement of ND undergraduates outside of a classroom setting, (ii) helped students progress towards their academic and/or career goals, or (iii) enhanced significantly the quality of advising or mentoring within his/her program, office, department or college.
During the first week of March, the Provost’s Office will notify each nominee’s supervisor and share with him/her the nominations received for the candidate. If the supervisor would like to provide any additional comments on the nominee or compare the relative merits of two or more candidates receiving nominations from the supervisor’s unit, he/she is welcome to send a letter to the Associate Provost and Vice President for Undergraduate Studies by March 27, 2009.

The Associate Provost and Vice President for Undergraduate Studies will appoint a selection committee, composed of faculty and staff members, to review all nominations. The selection committee will be asked to recommend the top five candidates for the Dockweiler Award to the Provost’s Office.

E. Awards

The Associate Provost and Vice President for Undergraduate Studies will select approximately three award winners from among the top five recommended by the selection committee. On or about April 17, 2009, the Provost’s Office will send letters of congratulations to all award winners. Each winner of the Dockweiler Award will receive a $1,500 cash prize and be duly recognized for his/her extraordinary contributions to undergraduate education at Notre Dame.