



UNIVERSITY OF NOTRE DAME

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 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 tenured and tenure-track 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 early each spring semester.

Nominations can be submitted online through the following process:

- Enter a password-protected university website (<http://provostawards.nd.edu>)
- Select the name of the nominee from a 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:
 - In an essay of no more than 1,000 words, please describe how the nominee has (i) furthered intellectual development or scholarly engagement outside of a classroom setting, (ii) provided effective academic or career advising or mentoring, and/or (iii) enhanced significantly the quality of advising or mentoring within his/her program, office, department, or college. Your essay should include one or more specific examples.

After the nomination period closes, the Vice President and Associate Provost for Undergraduate Affairs will appoint a selection committee, composed of faculty and staff members, to review all nominations. The selection committee may want to gather additional information on one or more candidates if the nominations provide an incomplete picture. The selection committee will be asked to recommend the top five candidates for the Dockweiler Award to the Provost's Office.

E. Awards

The Vice President and Associate Provost for Undergraduate Affairs will select three award winners from among the top five recommended by the selection committee. In mid-April, 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.