



THE GRADUATE SCHOOL

UNIVERSITY *of* WASHINGTON

October 1, 2013

Dear Deans, Chancellors, Directors, Chairs, Graduate Program Coordinators and Graduate Program Advisors:

I am pleased to announce the call for nominations for the **2014 Marsha L. Landolt Distinguished Graduate Mentor Award**. Named for the late Graduate School Dean [Marsha L. Landolt](#), the Graduate School has recognized excellent faculty mentors yearly since 1999.

The Graduate School, with assistance from the President's Office, sponsors this annual award in order to recognize outstanding mentoring of graduate students by faculty. The relationship between a graduate student and a faculty advisor is one that can have a profound, lifelong influence on both parties. At its best, this mentoring relationship inspires and gives confidence to the student while providing the faculty member with a valued colleague. The Marsha L. Landolt Distinguished Graduate Mentor Award allows us to honor those members of the faculty who exemplify excellence in graduate education. A single award, accompanied by \$5,000 in discretionary funds that may be used to support the awardee's scholarly activities, will be given and presented at the Annual University Recognition Ceremony in June 2014 in conjunction with other University-wide awards.

Complete information on this year's nomination procedures and guidelines are attached. Questions about the Landolt Distinguished Graduate Mentor Award or nomination procedures may be directed to graddean@uw.edu.

DEADLINE:

**ALL NOMINATION LETTERS MUST BE RECEIVED BY
5 PM PST, DECEMBER 2, 2013.**

**Please note that this is a firm deadline; in
fairness to all nominators, no exceptions or
extensions will be granted.**

Yours sincerely,

David L. Eaton
Dean and Vice Provost

**CALL FOR NOMINATIONS:
2014 Marsha L. Landolt Distinguished Graduate Mentor Award**

October 1, 2013

The timetable for the 2014 application process is as follows:

October 1, 2013	2014 nomination process opens; departments and individuals may submit nomination letters or letters of intent to nominate.
December 2, 2013 @ 5 pm	DEADLINE for nomination letters or letters of intent.
December 16, 2013-January 14, 2014	Departmental coordination: departments will gather materials and put together completed nomination packets.
January 14, 2014 @ 5 pm	DEADLINE for completed departmental nomination packets.
Early May 2014 (tentative)	2014 Landolt Award Recipient announced on <i>UW Today</i> .

Instruction for Nominations

Step 1: Call for Nominations (October 1-December 2, 2013)

The Graduate School invites current and former students, staff and faculty to submit *nomination letters* or *letters of intent to nominate*. Eligibility for the award is limited to active members of the graduate faculty who are involved in the supervision of graduate students. A list of active graduate faculty is available at <http://bit.ly/ahQxaH>.

- Nomination letters must be submitted electronically in Adobe PDF format only c/o graddean@uw.edu. Please save your file in this format:

"LASTNAMENOMINEE, firstnamenominee – NOMINEE’S DEPARTMENT - lastnamenominator.pdf"
Ex: HARKNESS, jack – GEOGRAPHY – Jones

- In the subject line of your email, please specify “LANDOLT AWARD 2014 – LASTNAMENOMINEE, firstnamenominee”

Deadline for submission of nomination letters/letters of intent is **5 PM PST on December 2, 2013**. This is a firm deadline; in fairness to all nominators, no exceptions or extensions will be granted. Hard copy nominations will *not* be accepted.

Nominators are encouraged to cite specific examples of excellent mentoring by the faculty member. (A list of criteria is available at <http://bit.ly/p9TNHc>.) All nomination letters (with the exception of the chair's cover letter) are limited to one page in length; those exceeding the page limit will not be considered.

Step 2: Departmental Coordination (December 16, 2013-January 14, 2014)

In an effort to create fairly comparable nomination packets for the Landolt Award selection committee, we ask the chair (or his/her designate) to create a nomination packet with the following suggested materials:

Complete Nomination Packets and Materials (due January 14, 2014):

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- Landolt Award cover page/checklist (to be used as the cover sheet)** (*required*; request c/o graddean@uw.edu);

 - Cover letter from the chair or his/her designee** (*required*; no more than two pages in length)

In their cover letters, departmental chairs are invited to incorporate comments from those nomination letters they have received from current or former students or colleagues that are not among the letters included in the final packet of materials.

 - Nomination letters from current grad students** (no more than three; each no more than one page in length)

 - Nomination letters from former graduate students** (no more than four letters, each no more than one page in length);

 - Nomination letters from other students (e.g., undergraduates or postdoctoral associates), faculty or staff** (no more than two letters; each no more than one page in length);

 - A current, abbreviated version of nominee's CV** (no more than six pages in length)

 - A list of current and former mentored graduate students** (*required*)

 - No more than four pages of other supporting materials (e.g., course syllabi, student evaluations, etc.) as desired.**
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In some instances, more letters will be needed. In others, the task will be to select the best from those already submitted to the Graduate School. The above materials must be combined into a single Adobe PDF format file; please save your file in this format:

"LASTNAMENOMINEE, firstnamenominee – NOMINATING DEPARTMENT.pdf"
Ex: "JONES, martha – Astrobiology.pdf"

Complete nomination files must be submitted electronically to the Graduate School by **5 PM PST on January 14, 2014** c/o graddean@uw.edu. This is a firm deadline; in fairness to all nominators, no exceptions or extensions will be granted. Hard copy nominations and those received after the deadline will not be accepted. Prior years' nomination materials will not be considered. Letters may be excerpted and the nominators' comments reproduced.

Step 3: Selection Committee Review and Selection (January 16-February 28, 2014)

Nomination packets will be forwarded to the 2014 Landolt Distinguished Graduate Mentor Award selection committee. The Graduate Dean will then submit the Graduate School's recommendation to the president's office for final selection.

AWARD:

A single award, accompanied by \$5,000 in discretionary funds that may be used to support the awardee's scholarly activities, will be given and presented at the Annual University Recognition Ceremony in June 2014 in conjunction with other University-wide awards.

DEADLINES:

- The deadline for submission of nomination letters or letters of intent is **5 PM PST, December 2, 2013**. No nomination letters will be accepted after this date.
- The deadline for UW departmental submission of complete nomination packets is **5 PM PST, January 14, 2014**.

PLEASE ADDRESS NOMINATIONS TO

David L. Eaton, graddean@uw.edu

Dean and Vice Provost, The Graduate School

QUESTIONS?

Jerry Pangilinan, graddean@uw.edu

Assistant to the Dean and Vice Provost, The Graduate School

2014 Landolt Distinguished Graduate Mentor Award process at a glance

