

**FLORIDA A&M UNIVERSITY  
FACULTY/MENTOR OF THE YEAR (2024-2025)  
CHECKLIST**

At the time of application submission, all supporting documents should be provided for the following categories organized and labeled in the given order (include an updated vita and the completed information form) for the appropriate academic year only.

## Teaching Effectiveness

Include supporting documents.

1. Class Preparation
2. Teaching Involvement
3. Student-Instructor Interaction
4. Faculty Responsibility Printout (signed Assignment of Responsibility)
5. Vita
6. Faculty Evaluation (current year, course materials, signed)
7. Teacher Course Materials (i.e. syllabi, course outlines, examinations, A/V material, etc.)
8. Letters from colleagues, and supervisors (include at least one in each category)

## Mentoring

Include supporting documents.

1. Accessibility to students
2. Mentoring/Performance
3. Amount/Quality of Mentoring both within/outside the Major teaching area
4. Contact with students outside of class (i.e., student organizations, chaperones to meetings, etc.)

## Special Contributions

Academic program and students. Include supporting documents.

1. Impact/Quality – Major teaching area
2. Impact/Quality – Throughout the University
3. Non-Academic contact – Students

## Scholarly Activities

Include supporting documents.

1. Research/Creative Ability/Grads
2. Number and Title of books/articles/creative activities
3. Names of and participation in professional organizations
4. Professional Recognition – Local/State/Regional/National/International

## Service

Include supporting documents.

1. Performance of Service
2. Service to Department/College/University
3. Service to Community/Public Service

## Qualifications

- Qualifying candidates include any full-time faculty (with at least three-years of experience at FAMU) (of at least one year on campus) whose primary responsibility is teaching (with a minimum of two undergraduate/graduate courses per semester or have at least 50% of their time assigned to teaching), have assigned mentees (with a portion of their time allotted to advisement), are knowledgeable of academic requirements and university policies impacting students, and have not previously received this award.
- No person can receive two awards (teacher and/or adviser) in the same year.

## Nomination

Students, faculty, administrators and alumni may nominate faculty for the award using the applicable nomination form. Given that the award is associated with mentoring, nominations from students are encouraged.

## Nomination Criteria

Faculty members considered for nomination should demonstrate several attributes and characteristics associated with quality teaching and mentoring, including (but not limited to):

- Demonstrates a commitment to engage and help students and mentors in a caring manner that reinforces principles of excellence in education and authentic support for personal, academic, and professional development.
- Maintains a thorough knowledge/mastery of the academic requirements/program(s) they are assigned to and all institutional policies, procedures, regulations, and supports relevant to students. This includes a knowledge base and collaborative relationships with other appropriate resources that students can be referred to for additional assistance.
- Demonstrates strong interpersonal skills and a genuine interest in and knowledge of students'/advisees'/mentees' characteristics, culture, background, goals, and expectations.
- Demonstrates an interest in—and uses innovative efforts focused on— motivating/stimulating students' interest to learn.
- Demonstrates a mastery of teaching content, strategies and implementation.
- Demonstrates availability and responsiveness to students/advisees/mentors, faculty and/or staff in their role as teacher and mentor.
- Continuously monitors student progress toward academic and career goals and is able to itemize student successes.
- Continues to engage in professional development and seeks to improve teaching and mentoring skills.

FLORIDA A&M UNIVERSITY  
**FACULTY/MENTOR OF THE YEAR (2024-2025)**  
APPLICATION

<b>Name:</b>	
<b>Rank/Position:</b>	
<b>Program:</b>	
<b>Department:</b>	
<b>College:</b>	
<b>Campus Address:</b>	
<b>Campus Phone Number:</b>	
<b>Other Phone Number:</b>	
<b>Email:</b>	

## I. Teaching Experiences

Discuss your teaching preparation, interaction and responsibilities.

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Attach the following supporting documents for the previous academic year ONLY.

1. Class Preparation
2. Teaching Involvement
3. Student-Instructor Interaction
4. Course Evaluations
5. Assignment of Responsibility (both semesters)
6. Curriculum Vitae
7. Faculty Evaluation (most recent)
8. Teacher Course Materials (syllabi, course outlines, examinations, A/V material, etc.)
9. Any written materials (not recommendations) received from colleagues, and supervisors

## II. Mentoring Experiences

Discuss your advising/mentoring preparation, interaction and responsibilities.

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Attach the following supporting documents for the previous academic year ONLY:

1. Advising/Mentoring Preparation
2. Student-Instructor Interaction
3. Number of Student Responsibility (both semesters)
4. Advising/Mentoring Evaluation, if applicable
5. Advising/Mentoring Materials (curriculum outlines, etc.)
6. Any written materials (not recommendations) received from colleagues, and supervisors

### III. Professional Affiliation/Participation

List your active memberships in professional organizations and any positions held for the previous academic year ONLY.

Year	Organization	Position

### IV. University Service

List your active university service and any positions held for the previous academic year ONLY.

Year	Organization	Position

### V. Public Service

List your active community service and any positions held for the previous academic year ONLY.

Year	Organization	Position

## VI. Publications

List your published written work for the previous academic year ONLY:

<b>National Refereed:</b>
<b>National Non-Refereed:</b>
<b>International Refereed:</b>
<b>International Non-Refereed:</b>

List your unpublished written work and its current stage of development for the previous academic year ONLY:

<b>National Refereed:</b>
<b>National Non-Refereed:</b>
<b>International Refereed:</b>

<b>International Non-Refereed:</b>

## VII. Presentations

List presentations given during the previous academic year ONLY.

<b>National:</b>
<b>International:</b>

## VIII. Creative Projects

Creative works may be defined by workshops presented, patents received, performances conducted, phone apps or video games created, exhibitions curated or participated, etc. All related professional projects for the previous academic year ONLY that have not been listed in the previous questions may be listed here.

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## IX. Research and Project Funding

List any funding received or applied for (not received or still under consideration) that is related to your academic practice during the previous academic year ONLY.

<b>Received:</b>
<b>Applied:</b>

## X. Professional Recognition

List any professional awards or recognition received during the previous academic year ONLY:

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## XI. Recommendations

At least one letter must be received for each category.

<b>Colleagues:</b>	
<b>Students:</b>	

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Signature

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Date