

## Excellence in Advising and Mentorship Award Checklist

The following checklist should be used as the coversheet for the nominee's application.

Name: \_\_\_\_\_

Panther ID: \_\_\_\_\_

Title: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Year started at FIU: \_\_\_\_\_

Have you won this award before? \_\_\_\_\_

If yes, date award won: \_\_\_\_\_

*The following documents must be uploaded in a **single pdf file**.*

### 1. Curriculum Vitae

- A CV spanning ONLY the past 5 years.
- The CV should highlight mainly the nominee's accomplishments in advising and mentorship in the area of undergraduate, graduate or faculty/staff/postdoctoral fellows.
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### 2. Narrative Description

- A 3-page (1,500 word) description highlighting the nominee's accomplishments in support of the criteria listed above.
- Emphasize the nominee's accomplishments as they relate to FIU's Philosophy of Advising and Mentorship.
- Each application should be focused specifically in a single area:
  - Undergraduate students advising and mentorship
  - Graduate students advising and mentorship
  - Faculty/staff/postdoctoral fellow advising and mentorship

### 3. Supporting Letters

- Include a **maximum of three (3) letters of support** from peers, and maximum of three (3) additional letters of support from previous advisees/mentees that speak directly to the nominee's achievements in advising and mentorship. A total of six (6) letters of support will be considered.
- If more than 3 letters are included, only the first three letters will be considered.
- It is the responsibility of the nominee to ensure that conflict of interest is avoided while soliciting letters of support for this application.