

THE GRADUATE SCHOOL

CLARENCE VER STEEG GRADUATE FACULTY AWARD

2007/2008 Nomination Guidelines and Instructions

Program

Description and objectives: Named for Clarence Ver Steeg, Northwestern University Professor Emeritus in History and Dean of the Graduate School from 1975 to 1986, this award recognizes two Graduate Faculty members each year for excellence in work with graduate students in The Graduate School.

Graduate Faculty play a critical role in supporting and encouraging the academic and professional development of graduate students. They are advisors and role models for students in research, ethical conduct, professional responsibility, and personal development. The Clarence Ver Steeg Graduate Faculty Award affords students the opportunity to recognize individual faculty members for their outstanding efforts in these areas.

Award: The Clarence Ver Steeg Graduate Faculty Award recipients will be recognized at the June 2008 PhD and MFA hooding ceremony and will receive a certificate of recognition and a \$3,000 award.

Eligibility: All active members of the Graduate Faculty at Northwestern University who work with PhD students, including emeriti, are eligible to be nominated for this award. Nominees should be faculty who have made outstanding contributions to students' academic, intellectual and professional development.

Deadline and Notification dates: The deadline for submission of nominations is **12:00 noon on Friday, February 15, 2008**. Awards will be announced Spring Quarter 2008.

Review Process & Selection Criteria

Nominations are reviewed by a committee of graduate students, faculty and staff. Nominees are evaluated for the quality of the guidance and mentoring they provide to graduate students. This may include:

- organizing and providing a supportive environment for research and scholarship, including teaching and modeling ethical and responsible conduct, careful advising and instruction in teaching
- enhancing students' academic and professional skills in presenting, writing and publishing and in preparing fellowship applications and grants
- sponsoring students' entry into the academic and professional community of the discipline
- guiding students in administrative, organizational, and professional matters
- helping students achieve post-doctoral and career placement and professional success

- serving as a role model of successful mentoring and training graduate students to effectively supervise and mentor

Nomination process

Designated nominator: PhD students in The Graduate School may nominate no more than one faculty member per doctoral program per year. This means that graduate students in an academic program must submit their nomination as a group. One student must be designated as the nominator for the group. The materials described below should be collected into **a single pdf file** and submitted electronically through the TGS interface by the nominator. **More than one nomination from a program will disqualify all nominations from that program.** All nominations are confidential.

Materials required: The nomination and supporting materials are to be submitted in the following order.

1. The completed nomination form.
2. Nomination narrative. A narrative of **not more than five double-spaced pages** that explains how the nominee fulfills the selection criteria for this award. The narrative must be double-spaced and in Times New Roman 12-point font.
3. Additional letters of support (optional). The nomination may be accompanied by up to three additional letters of support from individual current or former graduate students.

Nominator's responsibilities: The nominator is responsible for collecting the letters of support and ensuring that all documents are assembled into a single pdf file as a complete and collated nomination. The nominator should then submit the nomination to The Graduate School through the web interface.

Instructions for web site: The graduate student designated as the nominator should contact Bill Rett, IT Manager for The Graduate School, for access to the system or for related technical questions (847/491-8538, w-rett@northwestern.edu). For other questions, please contact Mary Pat Doyle (847/491-8497, mdoyle@northwestern.edu).

To submit the application the nominator should go to <https://fellowships.gsad.northwestern.edu> and use her/his current netid and password to log into the site. After logging in, the designated submitter should fill in the data fields requested and click “Browse” to select the assembled pdf file. For Program, select the Academic Program that is nominating the faculty member. For Award, select the correct competition the faculty member is being nominated for. When everything is complete, click the “Submit Application” button at the bottom of the page.

Contact:

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