



**FLORIDA AGRICULTURE AND MECHANICAL UNIVERSITY  
ADVISOR/FACULTY ADVISOR/TEACHER AND ADVANCED  
TEACHER OF THE YEAR APPLICATION**

The attached application must be completed and accompanied by supporting documents by all nominees for Adviser/Faculty Adviser/Teacher and Advanced Teacher of the Year and returned to the Faculty Senate via e-mail to Faculty Senate Coordinator, Ms. Tanya Milliner at [tanya.milliner@famu.edu](mailto:tanya.milliner@famu.edu) on or before Wednesday, January 26, 2022, by 5:00 p.m. If you have, any questions regarding the award process please contact: Dr. Ann Marie Cavazos at [ann.cavazos@famu.edu](mailto:ann.cavazos@famu.edu), President of the Faculty Senate, the current year is January 1, 2021 – December 31, 2021.

<b>Date</b>	
<b>Name</b>	
<b>Rank/Position</b>	
<b>Position #</b>	
<b>Academic Unit</b>	
<b>University Address</b>	
<b>University Telephone Number</b>	

**Specify if this application is for Adviser, Faculty Adviser, Teacher of the Year or Advanced Teacher of the Year:**

**Check the Boxes:**

<input type="checkbox"/>	Adviser of the Year
<input type="checkbox"/>	Faculty Adviser of the Year
<input type="checkbox"/>	Teacher of the Year
<input type="checkbox"/>	Advanced Teacher of the Year

**FLORIDA A&M UNIVERSITY  
ADVISER/FACULTY ADVISER/TEACHER AND ADVANCED TEACHER  
OF THE YEAR APPLICATION**

**I. Teaching/Advising Experiences**

Include a copy of your Assignment of Responsibility from your supervisor, your class schedules, and your evaluations for January 1, 2021-December 31, 2021 **ONLY!** **At least two (2) student evaluations from this time period must be included as well as other evidence of teaching effectiveness.**


**II. Professional Affiliation/Participation.** List from most recent to earliest and must include current memberships. *(Please list on a separate page if necessary)*

Year	Professional Affiliations/Memberships/Participation

**III. Academic Advisement.** Include number of advisees and activities. *(Please list on a separate page if necessary)*

<b>Number of Advisees</b>	<b>List of Activities</b>

**IV. University Service.** Please include documentation. *(Please list on a separate page if necessary)*

<b>Years</b>	<b>Service</b>

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**V. Public Service.** Please include documentation. *(Please list on a separate page if necessary)*

<b>Year</b>	<b>Public Service</b>

**VI. Publications.** Please include documentation. *(Please list on a separate page if necessary)*

<b>Year</b>	<b>Publication</b>

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**VII. Research/Grants.** Please include documentation of funded grants. *(Please list on a separate page if necessary)*

Year	Research/Grants

**VIII. Recommendations.** Include one from your supervisor, colleague, student and another. **Kindly include your supervisor’s evaluation for the current year.** *(Please list on a separate page if necessary)*

Name	Title	Address

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Signature Date

**FLORIDA A&M UNIVERSITY  
ADVISER/FACULTY ADVISER/TEACHER AND ADVANCED TEACHER  
OF THE YEAR CHECKLIST**

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).

**Advising**

Include supporting documents.

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

**Teaching Effectiveness**

Include supporting documents. (Student-Teacher Evaluation)

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

**Special Contributions**

Academic program and students in the last year (January 1, 2021-December 31, 2021). Include supporting documents.

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

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**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

**ADVISER OF THE YEAR AWARD**

**Qualifications**

Qualifying candidates include any full-time staff member (with at least one-year experience at FAMU) whose primary responsibility/role at FAMU is advising students, have demonstrated exceptional service to and support of students, are knowledgeable of academic requirements and university policies impacting students, demonstrated a commitment to student support programs and student services within the University, and have not received the award in seven years. No person can receive two awards (teacher and/or advisor) in the same year.

**Nomination**

Students, faculty, administrators, and alumni may nominate advisement staff members for the award on the nomination form. Given that the award is associated with advising, nominations from students are encouraged.

## **Criteria**

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

- Demonstrates a commitment to engage and help advisees 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' characteristics, culture, background, goals, and expectations.
- Demonstrates availability and responsiveness to advisees, faculty and/or staff in their role as advisor.
- Continuously monitors student progress toward academic and career goals and itemizes student successes.
- Continues to engage in professional development and seeks to improve teaching and advisement skills.

## **FACULTY ADVISER OF THE YEAR AWARD**

### **Qualifications**

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

### **Nominations**

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



## **Nomination Criteria**

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

- Demonstrates a commitment to engage and help students and advisees 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' 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, faculty and/or staff in their role as teacher and advisor.
- 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 advisement skills.

## **TEACHER OF THE YEAR AWARD**

### **Qualifications**

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

### **Nominations**

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

## **Nomination Criteria**

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

- Demonstrates a commitment to engage and help students and advisees 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' characteristics, culture, background, goals, and expectations.
- Demonstrates an interested 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, faculty and/or staff in their role as teacher and advisor.
- 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 advisement skills.

## **ADVANCED TEACHER OF THE YEAR**

### **Qualifications**

All full-time faculty members (at least one year at the University) who teach a minimum of two undergraduate courses per semester, have assigned advisees, and have not been recognized with the Award in seven years qualify. Faculty members who have received the “Teacher of the Year” award but who have not won an “Advanced Teacher of the Year” award are likely nominees. No person may receive two awards in the same year. Prospective awardees must supply data in support of successful teaching, advisement, research, and public service.

### **Nominations**

Students, faculty, administrators, and alumni may nominate faculty members who exemplify the highest quality in teaching, research and public service.

## **Nomination Criteria**

Faculty members who have demonstrated continued excellence in teaching effectiveness, advisement, research, and public service are to be nominated. All criteria for the Teacher of the Year award also apply.