Graduate-Selected Faculty of the Year

CRITERIA

The purpose of the Graduate-Selected Faculty of the Year (GSFY) award is to annually recognize a faculty member's positive impact on the experience of graduate students at SPU. Regular faculty[1] teaching in any graduate program and Master of Fine Arts adjunct faculty with recurring appointments are eligible for this award.

Selection criteria includes:
- Excellence in teaching;
- Integrative approach to faith and learning;
- Interest and enthusiasm conveyed to graduate students; and
- Effectiveness as a mentor in scholarship and professional development.

In order to give even weight to programs of all sizes, a nominee with the most nominations will not automatically be selected for the award. Guided by the selection criteria, the *Selection Committee* will take into consideration the compiled comments, number of nominations, and size of a given program when comparing nominees.

COSTS & FUNDING

- Award stipend at $1000 plus benefits – Office of the President
- Initial purchase of perpetual award plaque (2019) – Office of the Provost
- Purchase of nameplate for perpetual plaque – Faculty Life Office
- Certificate and plaque awarded at Celebration of Service – Faculty Life Office
- Stipend for Selection Committee Chair at $200 – Faculty Life Office

SELECTION

The undergraduate-selected Faculty of the Year award selection process is facilitated by the Associate Students of Seattle Pacific (ASSP). Because there is no graduate equivalent to ASSP, we recommend implementing the following process, involving the Faculty Life Office, graduate program deans/associate deans/directors, graduate program coordinators, and graduate students.

Participants:

- *Faculty Life Office*. Responsibilities include: keeping the *Award Coordinator* rotation schedule, as set by graduate program coordinators; connecting with the *Award Coordinator* to initiate process (Week 4 of Winter Quarter); sending online nomination form link to graduate students Week 1 of Spring Quarter; purchasing nameplate for perpetual plaque; creating certificate to be presented at Celebration of Service; sending email announcement to graduate students after Celebration of Service; fulfilling stipend for *Chair*; and updating the GSFY webpage on the FLO site.
- *Office of the Provost*. Responsibilities include: Initial purchase of perpetual plaque.

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[1] According to SPU's 2017-18 Faculty Employment Handbook, a regular faculty member is a tenured, tenure-track, or renewable term faculty member.

- *Designated Communicators*, to be fulfilled by individuals holding the following positions within each school/college:
  - CAS – MFA Program Coordinator
  - SBGE – Associate Dean for Graduate Programs
  - SOE – Dean
  - SHS – Graduate Programs Manager
  - SPFC – Program Coordinators (MFT, IO, CPY)
  - SOT-SPS – Program Coordinator

  Responsibilities include: emailing graduate students to describe the graduate-selected Faculty of the Year award and process (Winter Quarter, Week 5); communicating *Selection Committee* responsibilities, selecting a representative, and inquiring about student's interest in serving as *Chair* (by Week 8 of Winter Quarter); and emailing graduate students a reminder during the open nomination period.
- *Selection Committee.* The committee has six positions which will be filled by one graduate student from each college/school with a graduate program(s). Responsibilities require up to six volunteer hours during Week 10 of Winter Quarter to Week 4 of Spring Quarter to complete the following: read submitted nominations; select two nominees to bring to final consideration; one on-campus meeting (maximum 2 hours) to select the awardee and prepare notes of recognition to email to nominees. **Committee members are to maintain confidentiality throughout the selection process. Committee members may not nominate faculty while serving on the committee.**
- *Chair*. One graduate student on the *Selection Committee* will serve as *Chair*, receiving a $200 stipend as compensation for the completion of added duties. In addition to general *Selection Committee* responsibilities, *Chair* responsibilities require an additional six hours during Week 10 of Winter Quarter to Week 7 of Spring Quarter (12 total hours) to complete the following: become familiarized with the selection process; serve as *Selection Committee* representative throughout the selection process; manage GSFY shared mailbox and Survey Monkey account; coordinate *Selection Committee* group emails; compile received nominations; coordinate with undergraduate-selected Faculty of the Year committee; coordinate and lead final selection meeting, including writing award script and recognition notes for nominees, which *Chair* will send; and announce the awardee at the Celebration of Service ceremony.
- *Award Coordinator.* The role may be divided amongst the program coordinators at their quarterly meeting or can be facilitated by one or two program coordinator each year on a rotating calendar. Responsibilities include: reminding *Designated Communicators* to send email about the award to graduate students in their areas and to select a graduate student for *Selection Committee* by Week 8 of Winter Quarter (Week 5 of Winter Quarter); sending initial group email to the *Selection Committee* (Week 9 of Winter Quarter); reminding *Faculty Life Office* to send nomination link (Week 10 of Winter Quarter); confirming regular faculty status of final nominees (Week 3 of Spring Quarter); and connecting with Office of the Provost, Faculty Life Office, Office of the President, and respective dean at the completion of the process (Week 5 Spring Quarter).

Process:

For a visual timeline, see Appendix A.

Graduate Program coordinators will choose *Award Coordinator* schedule or who will serve for the present year and send to the *Faculty Life Office* (Week 10 of Autumn Quarter).

At the beginning of Week 5, the *Award Coordinator* will email *Designated Communicators*, sending the following information (also see Appendix B):
1) Timeline of *Designated Communicators'* responsibilities
2) General information about the Graduate-Selected Faculty of the Year Award
3) The responsibilities of the *Selection Committee*

Week 5 of Winter Quarter, the Award Coordinator will check the SPU Master Calendar for the Spring Quarter date of the Celebration of Service. This date will inform the timeline of the responsibilities at the end of the process.

Between Weeks 5-7, each *Designated Communicator* will 1) send an email to graduate students in their area with information about the graduate-selected faculty of the year award and opportunity to be part of the *Selection Committee* and 2) select a student representative for the *Selection Committee*. The *Designated Communicators* may send this information and solicit volunteers in whichever way works best for their area (see Appendix B for email and selection criteria example). The outcome will be the selection of a representative, confirmation of the representative's agreement to the role's responsibilities, determination of the representative's willingness to serve as *Chair*, and communication of this information to the *Award Coordinator* before the end of Week 8.

The committee will proceed with one representative from whichever programs find a volunteer. If more than one selected student expresses interest about serving as *Chair*, priority will be given to someone who has previously served on the committee. If there are no repeat members, the *Award Coordinator* will use a source of random selection to fill the position. A *chair-elect* may be chosen as well if a student interested in serving as chair would like to be part of the committee the following year.

During Week 9 of Winter Quarter, The *Award Coordinator* will send a group email to the *Selection Committee* announcing the *Chair*. *Chair* will be responsible for all subsequent communication amongst the *Selection Committee*. The *Award Coordinator* will send the name of the *Chair* to CIS for access to the shared mailbox (GSFYSelectionCommittee@spu.edu), as well as to the *Office of the President* for inclusion in the in the Celebration of Service program. The *Award Coordinator* may choose to include their name in gaining access to the shared mailbox if they would like.

During Week 10 of Winter Quarter, the *Award Coordinator* will remind the *Faculty Life Office* to send the nomination link to students at the start of Spring Quarter. The *Chair* will complete the steps to access the shared mailbox by the end of Week 10 (see Appendix C). The shared mailbox is connected to the Survey Monkey account. The *Chair* will use the shared mailbox to send messages during the selection process and to email notes of recognition to nominated faculty after Celebration of Service.

At the beginning of Week 1 of Spring Quarter, the *Faculty Life Office* will send an email (see Appendix D for sample message) to the graduate student distribution list (grstudents@spu.edu) with the link to the online nomination form (https://www.surveymonkey.com/r/9B92KCX). Nominations will be received through the end of Week 2 of Spring Quarter. **The *Selection Committee* members may not submit nominations while serving on the committee.** The *Chair* will compile all nominations during the nomination period and distribute to the committee at the end of the nomination period (see Appendix E for examples of this process). The *Chair* will also coordinate a time for the *Selection Committee* to meet for selection meeting at the end of Week 3.

By the middle of Week 3, each committee member will submit their choice of two final candidates to the *Chair* by email. The *Chair* will compile them into one list of a maximum of 12 faculty (the number may be fewer if a faculty member is chosen by more than one *Selection Committee* member). The *Chair* will submit names to the *Award Coordinator* to confirm regular faculty status of nominees, with the exception of Master of Fine Arts adjunct faculty with recurring appointments. The *Chair* will also contact the Director of the Office of Student Involvement and Leadership to check for any overlap of faculty nominated for undergraduate-selected Faculty of the Year. Overlap does not disqualify a faculty member from consideration, but will be important to note. After confirmation of status, the *Chair* will send the list to the committee to read prior to their selection meeting.

At the end of Week 3 of Spring Quarter, the *Selection Committee* will select the faculty of the year. The *Chair* will help the group come to consensus and mitigate unconscious bias (see Appendix E for example process). We suggest meeting in person, or through a platform like Skype, for a maximum of two hours. In order to give even weight to programs of all sizes, a nominee with the most nominations will not automatically be selected for the award. Guided by the selection criteria, the *Selection Committee* will take into consideration the compiled comments, number of nominations, and size of a given program when comparing nominees.

Immediately following the selection meeting, the *Chair* will send the name of the selected graduate faculty to the *Award Coordinator*, who will notify the Faculty Life Office (for nameplate and certificate); the dean of the honoree's school (to ensure honoree's attendance and department celebration); and the Office of the President (for check to be processed by Financial Affairs and to contact Camp Casey for reservation priority perk). By the middle of Week 4, the *Chair* will send the script to the Office of the President (see Appendix F for example).

The *Chair* will present the award at the Celebration of Service ceremony (date TBD each year, typically Thursday of Week 5, 6, or 7). The *Chair* will complete their role by emailing notes of recognition from the shared mailbox to nominated faculty **after Celebration of Service**, including anonymous comments students have given permission to share; updating the nominee/awardee spreadsheet in the shared mailbox; and clearing nominations from Survey Monkey so it is ready for the following year's committee.

The process will conclude with the Faculty Life Office completing steps to process the *Chair's* stipend, as well as sending an email to graduate students announcing the Graduate-Selected Faculty of the Year.

Appendix A

When	Who	What	Notes
Autumn – Week 10	Graduate Program Coordinators	Decide Award Coordinator rotation and send to Faculty Life Office (FLO); check SPU master calendar for Celebration of Service date	Include a reminder of the award process (e.g., process and visual timeline documents)
Winter – Week 5	Award Coordinator	Email Designated Communicators with information re their email communications to grad students	See information in Appendix B
Winter – Week 5-7	Designated Communicators	Email graduate students about GSFY and Selection Committee opportunity; select student representative	
Winter – Week 8	Designated Communicators	Send name of student representative to Award Coordinator	
Winter – Week 9	Award Coordinator	Email Selection Committee re Chair and next steps; email Office of the President with name of chair and CIS re shared mailbox access	See shared mailbox information in Appendix C
Winter – Week 10	Chair	Complete steps to access shared mailbox; read process documents available on FLO website	See shared mailbox information in Appendix C
Winter – Week 10	Award Coordinator	Reminder to FLO re nomination link email	See Appendix D for draft email
Spring – Week 1	Faculty Life Office	Send online nomination form to grad students	See Appendix D
Spring – Weeks 1-2	Graduate Students	Nominate faculty using Survey Monkey link	
Spring – Weeks 1-2	Chair	Organize and distribute received nominations to Selection Committee; schedule selection meeting for end of Week 3	Username and password saved in GSFY shared mailbox inbox
Spring – Week 3	Selection Committee	Read nominations; each person submit two final nominees to Chair	
Spring – Week 3	Chair & Award Coordinator	Compile list of final nominees; confirm faculty status with Award	

		Coordinator; check in re overlap with ASSP nominees	
Spring – Week 3	Selection Committee & Chair	Choose awardee; Chair send name to Award Coordinator; Chair start script	See Appendix E
Spring – Week 4	Chair	Submit script to Office of the President	
Spring – Week 4	Award Coordinator	Submit awardee name to respective dean, Faculty Life Office, and Office of the President	
Spring – Week 4	Faculty Life Office	Create certificate/plaque for Celebration of Service	
Spring – Weeks 5-6	Chair	Email notes of recognition from shared mailbox to nominees; update nominee/awardee sheet in shared mailbox; clear Survey Monkey responses	Survey Monkey – "Send a Survey" on top tab, "…" on right side of survey, "Clear all responses"
Spring – Week 5, 6, or 7*	Chair	Present award at Celebration of Service; email notes to nominees	See Appendix F
Spring – Post-Celebration of Service*	Faculty Life Office	Email announcement to graduate students; complete steps for Chair stipend; order award nameplate for plaque	

*Celebration of Service date varies each year, but is typically held on the Thursday of Week 5, 6, or 7 of Spring Quarter

Appendix B

1. **Timeline of Designated Communicators' responsibilities**
2. **General information about the Graduate-Selected Faculty of the Year Award**
3. **Responsibilities of the Selection Committee**
4. **Sample criteria for school/college selection of a student representative**
5. **Draft email to graduate students**
6. **Draft email to Designated Communicators**

1. Timeline of Designated Communicator Role
   a. Email graduate students in your area with information about award and opportunity to serve on selection committee (Weeks 5-7 of Winter Quarter)
   b. Select a student representative for the selection committee and communicate back to Award Coordinator (by Week 8 of Winter Quarter)

2. General information about the Graduate-Selected Faculty of the Year Award

The Graduate-Selected Faculty of the Year Award recognizes a regular faculty member's positive impact on the experience of graduate students at Seattle Pacific University. Graduate students from each program will have the opportunity to nominate a faculty member during the first two Weeks of Spring Quarter. A representative group of six graduate students from SPU's graduate schools will select the Faculty of the Year from the received nominations, and the honoree will be announced at the annual spring Celebration of Service event.

3. Responsibilities of the Selection Committee

The Selection Committee has six positions which will be filled by one graduate student from each college/school with a graduate program(s). *Responsibilities require six volunteer hours during Week 10 of Winter Quarter to Week 4 of Spring Quarter* to complete the following:
- Read submitted nominations;
- Select two nominees to bring to final consideration;
- One meeting (maximum 2 hours) to select the awardee and prepare notes of recognition to email nominees.

Committee members are to maintain confidentiality throughout the selection process. Committee members may not submit nominations while serving on the committee.

One graduate student will serve as Chair, receiving a stipend as compensation for the completion of added duties. In addition to general Selection Committee responsibilities, *Chair responsibilities require an additional six hours during Weeks 1-7 of Spring Quarter* to complete the following:
- Become familiarized with the steps of the selection process;
- Serve as Selection Committee representative throughout the selection process;
- Manage shared mailbox and Survey Monkey account;
- Coordinate Selection Committee group emails;
- Compile received nominations;

- Coordinate with undergraduate-selected Faculty of the Year committee;
- Coordinate and lead final selection meeting, including writing award script and recognition notes for nominees;
- Announce the awardee at the spring Celebration of Service ceremony; and
- Send notes of recognition to nominated faculty.

4. <u>Sample Criteria for School/College Selection of Student Representative</u>
    - Leadership
    - Duration in the program
    - Experience inter-departmentally

5. <u>Draft email to graduate students</u>

We are pleased to announce the coming opportunity for you to nominate faculty for the **Graduate-Selected Faculty of the Year Award**, which recognizes a faculty member's positive impact on the experience of graduate students at Seattle Pacific University. You will receive a link to the nomination form at the beginning of Spring Quarter.

A group of six graduate students representing each of SPU's graduate schools will select the award recipient from received nominations. For now, we are asking you to **self-nominate to serve as the [your school/college name] representative on the Selection Committee**. (See attached document for information about this important role.)

Please contact [your name and email] by **[Week 7 of Winter Quarter]** to express your interest in serving on the committee (as its chair or as a member). Thank you in advance.

6. <u>Draft email to Designated Communicators</u>

Subject:

My name is Teylar Greer, the Executive Assistant to the Vice President of Diversity, Equity & Inclusion, and cc'd to this email is Heather Maguire, the Clinical Psychology Program Coordinator, and we are serving as the Award Coordinators for the 2019 Graduate-Selected Faculty of the Year Award.

The Graduate-Selected Faculty of the Year Award recognizes a regular faculty member's positive impact on the experience of graduate students at Seattle Pacific University. Graduate students from each program will have the opportunity to nominate a faculty member during the first two Weeks of Spring Quarter. A representative group of six graduate students from SPU's graduate schools will select the Faculty of the Year from the received nominations, and the honoree will be announced at the annual spring Celebration of Service event.

You all contribute to this inter-departmental effort by sending an email to graduate students in your area with information about the award and opportunity for their involvement on the committee.

In order to keep the award selection process on schedule, we kindly request that you use the following timeline for your role:

- **Friday of Week 5** – send a message to all graduate students in your area with information about the award and the opportunity to participate on the award Selection Committee (see attached document for responsibilities of the selection committee).
- **Monday of Week 8** – choose a student volunteer for the committee from those who express interest and send name to Teylar/Heather. You may choose to use criteria such as leadership, duration in the program, and experience inter-departmentally.

Here is a draft message you can use/adapt:

> We are pleased to announce the coming opportunity for you to nominate faculty for the **Graduate-Selected Faculty of the Year Award**, which recognizes a faculty member's positive impact on the experience of graduate students at Seattle Pacific University. You will receive a link to the nomination form at the beginning of Spring Quarter.
>
> A group of six graduate students representing each of SPU's graduate schools will select the award recipient from received nominations. For now, we are asking you to **self-nominate to serve as the [your school/college name] representative on the Selection Committee**. (See attached document for information about this important role.)
>
> Please contact [graduate program designated contact name and email] by **[Week 7 of Winter Quarter]** to express your interest in serving on the committee, as its chair or as a member. Thank you in advance.

Please let us know if we can provide any additional support.

Appendix C

1. **Process for gaining access to shared mailbox**
2. **Draft email to Selection Committee**

1. Process for gaining access to shared mailbox

   - **Information for Award Coordinator**

   https://wiki.spu.edu/display/HKB/Change+Access+to+Shared+Mailbox

   A. Please begin by contacting the CIS Help Desk at 206-281-2982 or emailing **help@spu.edu**
   B. Include the following information in the email or over the phone:
      1. The department in which the shared mailbox resides. **Graduate-Selected Faculty of the Year Selection Committee.**
      2. The SPU username of all people that require access. **Graduate student chairing the Selection Committee, Award Coordinator (if desired).**
      3. The full email address associated with the mailbox you wish to gain access to. **GSFYSelectioncommittee@spu.edu**
      4. The person in charge of the shared mailbox. **Award Coordinator – specify time range is Week 9 of Winter Quarter to Week 7 of Spring Quarter only, and that a new person will be in charge next year.**
   C. The level of permission required and why permission is needed. **Chair needs 'full access' and 'send as' permissions so they can write emails on behalf of the group, as well as read incoming nominations. Award Coordinator can request these same permission levels as well.** If permission is granted, there will be a follow-up email or phone call detailing the changes.
   D. Follow up at the end of the selection process with an email confirming all names can be removed from the shared mailbox.

   - **Information for Chair**

   Opening a shared mailbox for Windows - https://wiki.spu.edu/display/HKB/Outlook+for+Windows+-+Open+a+Shared+Mailbox

   Opening a shared mailbox for Mac - https://wiki.spu.edu/display/HKB/Outlook+for+Mac+-+Open+a+Shared+Mailbox

   After completing above steps, to open in web-version of Outlook:

1. Navigate to www.spu.edu/webmail and log in
2. Right click on Folders (the one that is your Last, First name)
3. Select Add Shared Folder
4. Type in the name of the GSFY mailbox (GSFYSelectionCommittee) and press Add

If you are not using the "New Outlook" view, you may have to click on "More" and then right-click on your inbox name.

Once you have access to the shared mailbox, you will be able to send from this mailbox. To do so, open a new Outlook email message. Select the "From" drop-down menu. Selected "Other E-mail address," enter "GSFYSelectionCommittee@spu.edu," and select "OK". GSFYSelectionCommittee@spu.edu should appear next to the "From" menu now.

2. Draft Email to Selection Committee

Thank you for your willingness to be part of the Graduate-Selected Faculty of the Year process this year!

You have already received information about committee and agreed to its responsibilities. [*Chair's name*] will serve as committee chair and will coordinate your process from here. For your ongoing information, you will find the description of the Selection Committee's roles and the steps in the selection process here (https://spu.edu/administration/faculty-life-office/scholarship-grants-and-awards/faculty-awards/graduate-faculty-of-the-year-award). [Chair], please familiarize yourself with the steps in the selection process and let me know if you have any questions.

Again, thank you for representing your area, and for making this award process possible! We look forward to celebrating a faculty member in the Spring.

Appendix D

Faculty Life Office email with nomination link

Welcome to the new quarter! I hope your Spring Break held opportunity for rest and connection. My name is Margaret Brown and I am associate provost for faculty life.

I am writing on behalf of the [Graduate-Selected Faculty of the Year award](), which is housed within the Faculty Life Office. This award recognizes a faculty member's positive impact on the experience of graduate students at Seattle Pacific University. Graduate students from each program have the opportunity to nominate a faculty member, and a group of six graduate students will select the Faculty of the Year from the received nominations.

Nominations are now open and will be received through [date 2 weeks out]. You can access the nomination form [here]() [insert link: [https://www.surveymonkey.com/r/9B92KCX]()].

Appendix E

Selection Process Recommendations
1. **Compilation of nominations**
2. **Pre-meeting evaluation**
3. **Decision-making meeting**

Compilation of nominations

When exporting data to a document for selection committee, remove identifiers from nominations so committee members only receive nomination comments. Chair can substitute with "Nominee 1," etc.

Pre-meeting evaluation

- Selection Committee members read the nominations and send top two nominees to Chair.
- To aid in this process of ranking (because chances are *a lot* of the nominees will blow you away with their qualifications), feel free to use this scale to evaluate the four award criteria areas:
  - 0 No information on which to rate
  - 1 Inadequate demonstration
  - 2 Below Average demonstration
  - 3 Average demonstration
  - 4 Above average demonstration
  - 5 Exceptional demonstration

  Sample

	Area 1	Area 2	Area 3	Area 4	Total
Nominee 1	*3*	*4*	*5*	*3*	*15*
Nominee 2	*4*	*4*	*4*	*4*	*16*
Nominee 3	*3*	*3*	*4*	*3*	*13*

- Chair will compile and share the final list with Selection Committee, now including nominees' names.
- Selection Committee members should read final nominations prior to the decision-making meeting.

Decision-making Meeting

- Take a moment for each person to share their name, program, area of study, etc.
- Discuss the four criteria areas and develop a group understanding of how each may be exhibited.
- Display the full list of final nominees.
- Discuss each nomination through the lens of the criteria.
- Once everyone is confident in who they want to vote for, proceed to a blind voting stage. Each person should write their top three ranked candidates on a piece of paper and submit

to one person for tallying. Alternatively, if there are an obvious top two from the discussion, feel free to just have everyone pick a single top candidate.

- If it's a tie or very close, feel free to discuss it some more before putting it to another vote. Discussion is based on words of the nomination rather than personal experience with a nominee to give equal consideration to each nominee.

Appendix F

Sample Award Script

My name is _____ and I am __ year student in the _____ program. I would like to extend personal gratitude for the opportunity to serve as the Chair of Graduate-Selected Faculty of the Year Selection Committee. It is equally an honor to acknowledge the complex dynamic of being a graduate student, as well as a privilege to celebrate the faculty who pour into the particular life of graduate students.

Seattle Pacific's first graduate degree was awarded in 1952. Today, there are 44 masters, doctoral, and certificate programs, representing 802 graduate students and 254 faculty. These programs have been integral to SPU's designation as a "Best National University."

Because graduate students are not only learning about fields we hope to enter, but are also working professionals discerning the nuances of vocation and occupation, we require a unique combination of mentor, teacher, colleague, and friend. The Graduate-Selected Faculty of the Year Award recognizes a faculty member's positive impact on the experience of graduate students at SPU. The selection criteria includes:

- Excellence in teaching;
- Integrative approach to faith and learning;
- Interest and enthusiasm conveyed to graduate students; and
- Effectiveness as a mentor in graduate students' scholarship and development in their field.

[Number] graduate students nominated [number] faculty members for this inaugural award. As our Committee read through each nomination, we were inspired by the work taking place in our graduate programs. To faculty teaching graduate courses, from the bottom of our hearts, thank you.

The recipient of the 20__ award goes to an individual has been serving Seattle Pacific over fifteen years and it is clear their life embodies the University's core values: they are a person of deep faith, possess a true servant's heart, are full of grace in their interactions with others, and their work exhibits the highest level of competence and professionalism.

One nomination said **he** "is the hands and feet of Jesus through his actions and consistency." Another noted that "He cares deeply about us and this is very apparent in how he treats us. He challenges us to reach higher standards while supporting us and bringing out our best qualities." This individual has been noticed for his obligation to ministry regardless of funding, for his vocational initiative developed across campus, and for not only being stellar inside of the classroom, but outside as well as an advisor, mentor, and friend.

Please join me in congratulating the 20__ Graduate-Selected Faculty of the Year, [title], [name]!

Appendix G

Questions after Year 1

- How will we save the names of awardees so future selection committees will know who has been honored in the past?
  - FLO webpage, nominee/awardee sheet in GSFY email box
- Should we keep a list of each year's nominees?
  - Yes, keep in GSFY email box
- Is the shared mailbox necessary?
  - May be helpful for the Chair to send emails from this rather than from personal email. Important also for connection to SurveyMonkey account
- Can the chair be selected a year in advance (i.e., chair-elect)?
  - That could be helpful for continuity
- What can be done to address any unconscious bias in the selection process?
  - Discussion based on words of nominations.
  - Begin selection process by defining a group understanding of the criteria and how it may be exhibited.
  - During initial read-through, do not include personal identifiers (e.g., name, department) with the nominations.
  - Discuss all nominees and then conduct an anonymous written "straw poll" (yes, maybe yes, maybe no, no) of each nominee to identify the top two or three nominees to then select from.