



Research & Creative Activities Faculty Mentor Award

GENERAL APPLICATION GUIDELINES

DEADLINE: MARCH 9TH, 2020

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Program Description

In recognition of our faculty, the OSR has created the **Faculty Research and Creative Activities (RCA) Mentor Award**. Contingent on the availability of funding, the award will annually recognize the contributions, within the previous two years, of up to five faculty (one per college), whose mentoring is considered exemplary. Each Faculty RCA Mentor Award recipient will receive \$2,000. **The application review committee will evaluate faculty's contributions to student success and evidence of their mentorship to students in research and creative activities within the previous two academic years.**

Mentorship of both graduate and undergraduate students is a broad concept involving all stages of the student educational cycle. Facets of the Faculty RCA Mentor Award include contributions within the previous two years to students' recruitment, retention, graduation, development of students' research and creative activities, critical thinking, professional skills, career advice and placement, and contributions to a climate which supports a diverse student population.

Eligibility

The nominee- must be a full-time tenured or tenure-track faculty member who has been a faculty member at CSUSB for at least two consecutive years. The nominee should not have won the award during the past five years.

General Submission Guidelines

The following submission guidelines should be followed:

NOMINATORS

Submission of nominations must be online through InfoReady and must be submitted no later than 5:00 pm on the deadline date.

Nominations are due by March 9th, 2020.

1. The nomination should include a statement of 250-500 words.
2. The statement must be uploaded in PDF format.
3. All documentation should be submitted at the time of the submission.
4. Faculty may self-nominate.

Nominators should address the following questions in their statement:

1. How long have you known the nominee?
2. How did you meet your mentor? Is/ was there a formal mentoring program in your department? Please describe the most important features of that program in detail.
3. What have you accomplished that you could not have accomplished without your mentor? How was your mentor instrumental in these accomplishments? Please give specific examples of your

interactions, feedback your mentor provides and specific skills, knowledge or attitudes you have developed as a result of your relationship.

4. Tell us why your mentor deserves this award over other candidates.

You are encouraged to ask your peers and faculty to support the nomination of your mentor by either providing letters of support or by submitting separate nominations using this form.

NOMINEE DOCUMENTATION

To be considered for the Faculty Research and Creative Activity Mentor Award nominees must submit the following items:

1. Data sheet of mentorship history (name and date of former students).
2. Two letters of support from current or past CSUSB students mentored at CSUSB.
3. A reflective statement, no longer than 2 pages, of the nominee's mentoring philosophy. Reflective statement should address the nominee's mentoring goals, objectives, and experiences.
 - Please use Times New Roman or Arial font at 12-point size.
 - The right and left margins must be no smaller than 0.75 inches. Top and bottom margins must be no smaller than 1 inch.
 - Please number the pages consecutively beginning with the cover sheet.
4. Statement of support from two CSUSB colleagues who have had the opportunity to observe the nominee in a mentoring role (maximum 500 words).

Submission of Nominee Packet

All materials must be submitted online through InfoReady and must be submitted no later than 5:00pm on the deadline date.

The nominee packet deadline will be provided to the nominees separately.

Late or incomplete nominee packets will be evaluated at the discretion of the awards committee.

Review Criteria

Submissions for the **RCA Faculty Mentor Award** will be competitively evaluated by the OSR Awards Committee, which consists of two faculty per college. Faculty reviewers will evaluate the nomination statements and supporting materials from their respective colleges. The quality of the student research or creative activity (RCA) experience will be a determinant factor in being selected.

SCORING RUBRIC FOR FACULTY RESEARCH & CREATIVE ACTIVITY MENTOR AWARD

Please use this rubric to assist with the ranking of your top three proposals.

	Minimal (0-3 PTS)	Acceptable (4-7 PTS)	Exceptional (8-10 PTS)
1. Quality of Narrative	The narrative is poorly written. Their mentoring philosophy, goals, objectives and experiences are not clearly articulated.	The narrative presents the work in an understandable fashion, although there are deficiencies in conveying the philosophy, goals, objectives and experiences.	The narrative is engaging and the explication of the philosophy, goals, objectives and experiences are well defined.
2. Student Collaborations	Provides no evidence that the faculty has mentored students in a research or creative activity.	Provides weak evidence that the faculty has mentored students in a research or creative activity.	Provides adequate evidence that the faculty has mentored students in a research or creative activity.
3. Faculty support and relationship	The faculty and student support letters does not show how the faculty have interacted during the course of the research or creative project.	The faculty and student provides an enthusiastic endorsement and their ability to accomplish the proposed work. Role of the faculty mentor in supporting the work is unclear.	The faculty and students wrote glowing endorsement of the faculty and provided evidence of their ability to successfully mentor students.

Award Obligations

All awardee agrees to the following terms:

1. Faculty selected are invited to attend the Recognition of Faculty Mentors and Student Researchers Luncheon on May 15th, 2020 from 12-2pm in the Yasuda Center. Event will be attended by the Provost and President.
2. Participate in a short video interview and prepare a 500 word statement about the purpose of their mentorship that will available on the OSR webpage.
3. Awardees will be asked to encourage their students to attend and participate in the annual "Meeting of the Minds" and the OSR's events and programs.
4. Awardees will be asked to attend the each year the "Meeting of the Minds" opening ceremony, where they will be acknowledged for their continuous research and creative activities efforts.