

Mentoring Awards Nomination Guidelines

The Carol D. Soc Distinguished Graduate Student Mentoring Awards

Nomination Guidelines:

- Each nomination must be accompanied by a nomination cover sheet.
- Please designate a nominator who is responsible for the submission. This person must complete the cover sheet and write the lead nomination letter.
- The nomination must be submitted as a complete packet with all letters of support included.
- Each nomination may consist of one (1) nomination letter and up to eight (8) letters of support in one packet. The nomination letter and support letters can be collaborative or written by more than one person. (A team approach for these is very effective.)
- Letters should:
 - o be on 8 ½ by 11 paper
 - o be on official letter-head (where appropriate)
 - o be signed and dated
 - o include contact information for the author
- Submit the original letters as well as three (3) complete copies of the nomination packet (collated). Copies can be double-sided to conserve paper.
- All nominations are confidential; however, their redacted content may be used for publicity purposes in campus publications (as excerpts) and at the Graduate Mentoring Awards Ceremony.

If you have questions about these submission guidelines, please contact Jane Fink at the Graduate Division at jhfink@berkeley.edu or at 510-643-9164.

Cover Sheet

The Carol D. Soc Distinguished Graduate Student Mentoring Awards Call for Nominations

Nominee Information

Nominee Name: _____ E-Mail: _____
Title: _____ Phone: _____
Department: _____

Nominator Information

Nominated by: _____ E-Mail: _____
Title: _____ Phone: _____
Department: _____

Support Letters

Please list the name, title, department and/or institution of each person submitting a support letter for this nomination:

Submit this form along with your original nomination packet and 3 copies to:
Distinguished Graduate Mentoring Awards, c/o Dean's Office, Graduate Division,
424 Sproul Hall, MC 5900

If you have questions, please call Jane Fink at 510-643-9164.