

Jack E. Cermak Advising Award Nomination and Selection Process

The Jack E. Cermak Advising Award has been presented annually to outstanding advisers across campus since 1984-5. Jack E. Cermak was a Professor in Civil Engineering who endowed this award because of his strong belief in the value of academic advising. This award serves to highlight and reward, in a small way, the extraordinary efforts of truly outstanding advisers, who go above and beyond the basic good advising role.

To complete the nomination for a Jack E. Cermak Advising Award, the nominating person will gather letters and documents from the persons specified below, and submit an electronic copy (pdf file) of the complete package - cover page on top – lee.nagle@colostate.edu no later than 4:00 p.m., February 1. The person nominated cannot have received the award **in the past seven years**. (see the list of past Cermak Award Recipients on the Provost's website). The selection committee will choose up to four (4) individuals to receive the Jack E. Cermak Advising Award each year. Please note that at Dr. Cermak's request, no more than one will be recognized for graduate advising and no more than one will be awarded to an administrative professional adviser.

NOMINATION PACKET MUST INCLUDE, IN THIS ORDER:

1. The adviser nominated will send the following to the nominator:
 - a) **a completed cover page (see the 2-page "Nomination Form" online); and**
 - b) **a statement of advising experience and philosophy**, which must be limited to no more than two pages, double-spaced, have at least 1" margins, and have at least a 10-point font.
2. The nominator should write a **statement of nomination** indicating why the adviser deserves the award, including some of the characteristics of excellent advising with supporting details. The statement must be limited to no more than two pages, double-spaced, have at least 1" margins, and have at least a 10-point font.
3. The nominator will obtain **three letters total from current or former students** who have been advised by this person. The adviser may suggest students or alumni who might be willing to write such a letter.
4. The nominator should include a **letter of support from a supervisor or department chair** of the nominated adviser which must be limited to no more than two pages, double-spaced, have at least 1" margins, and have at least a 10-point font.

Submit an electronic copy (pdf) of the complete nomination packet to lee.nagle@colostate.edu by 4 p.m. February 1. The subject line of the email should read "Cermak Award – nominee's name". No hard copies, no late submissions will be accepted.

A selection committee of at least five individuals – faculty advisers, professional academic advisers, and students will be convened and chaired by the Vice Provost for Undergraduate Affairs to determine the award winners. Selection will be announced at the *Celebrate Colorado State* Reception in April.