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**The 2021 Graduate Coordinator Award Requirements/Instructions**

**(sponsored by the Graduate College)**

The graduate coordinator is a faculty or professional staff member charged with managing the essentials of the graduate program. This may include oversight of, or involvement in, graduate student recruitment and admissions, orientation and training, fellowships and funding, and graduate assistantship appointments, assignments, and/or supervision. The graduate coordinator plays a central role in communication between the graduate program, prospective and current students, and the Graduate College, and the quality of support provided to students, and the operation of the graduate program depends in large part on the graduate coordinator. The Graduate College seeks to recognize those faculty members in this position who exceed expectations by making innovative or unique contributions that positively impact the quality of the graduate program and/or student experience.

**The Award**

The award recipient will be recognized with a plaque at the *Graduate College Awards Ceremony* on April 20, 2021 from 3:30-5:00 via Zoom.

## **Eligibility and Nomination Process**

To be eligible, the graduate coordinator must have been in their current position for at least one full academic year at the time of nomination. Graduate coordinators who held that position in 2018-2019 and/or 2019-2020 – but who are no longer in that position - are also eligible. Graduate coordinators nominated during the 2019-2020 nomination cycle may be nominated again during the 2020-2021 nomination cycle.

Elements of the nomination packet:

• Required: A letter from the nominator that addresses the nominee’s years of service and specific examples of contributions, skills, and accomplishments that account for the nominee’s success in improving the operation of the graduate program and/or the quality of the graduate student experience. The examples should discuss the nominee’s innovative or unique contributions that positively impact the quality of the graduate program and/or student experience in terms of: graduate student recruitment and admissions, orientation and training, fellowships and funding, and graduate assistantship appointments, assignments, and/or supervision (maximum: 1000 words).

• Nominations may come from graduate students, faculty members who teach in their department’s graduate program, department chairs, college deans (or associate deans), or department/college staff members relevant to the graduate program.

• The letter of nomination should include the author’s full name, role/title, and email address and may be signed by one nominator or a group of nominators.

• Optional: One letter of support authored by one or more graduate students that provides specific examples of the nominee’s contributions/skills/organizational accomplishments (maximum: 750 words). This graduate student (or group of graduate students) should forward their letter of support to the nominator, who will compile the nomination packet elements into a single Word document or a single PDF and upload it to the [Qualtrics form](http://nau.co1.qualtrics.com/jfe/form/SV_cOKQhXal6gHszDU). Title the file as the name of the nominee and GradCoordinator, e.g., John\_Smith\_GradCoordinator.pdf) The author of this letter of support and the nominator should be different people.

• Optional: Up to two additional letters of support written by graduate students, faculty, or staff members (maximum: 750 words each). These may be signed by one supporter or a group of supporters. These supporters (or groups of supporters) should forward their letter of support to the nominator, who will compile the nomination packet elements into a single Word document or a single PDF and upload it to the Qualtrics Form at this link: <https://nau.co1.qualtrics.com/jfe/form/SV_cOKQhXal6gHszDU>. The authors of these additional letters of support should be different people than the nominator and the author of the required letter of support.

Up to three letters (other than the letter of nomination) will be reviewed by the committee. ***Please limit all letters of support to******750 words each****.*

## **Selection Criteria and Process**

Nominations will be evaluated by a review committee made up of a Graduate Student Government member (or a Graduate College Ambassador), a Graduate College staff member, and a department chair or professional staff member.

Successful nominations will include examples that demonstrate the nominee’s strong organizational and communication skills as they relate to providing a leadership role in the graduate program and in supporting its graduate students and will effectively convey how these contributions are innovative and important to the success of the graduate program. Please see the evaluation matrix.

Selection results will be provided by email to those who nominated someone and to the nominees at the end of March. The nominator and the 2021 Graduate Coordinator Award winner will be recognized at the *Graduate College Awards Ceremony* on April 20, 2020 from 3:00-5:00 via Zoom.

Questions should be directed to [GradAwards@nau.edu](mailto:GradAwards@nau.edu).

The matrix below will be used by the evaluation committee to review nomination packets.

**2021 Graduate Coordinator Award Review Matrix**

Instructions for the review committee: How do the contributions, skills, and accomplishments of this graduate coordinator positively impact the graduate program or graduate student experience? How does the graduate coordinator exceed expectations by making innovative or unique contributions that positively impact the quality of the graduate program and/or graduate student experience?

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| *Points* | *10-9-8* | *7-6-5* | *4-3-2* |
| Evidence of excellent communication skills | There is a large amount of detailed evidence of excellent communication skills. | There is some detailed evidence of excellent communication skills. | There is evidence of excellent communication skills, but details are scarce. |
| Quality of support provided to graduate students | There is ample evidence of the quality of support provided to students. | There is quite a bit of evidence of the quality of support provided to students. | There is some evidence of the quality of support provided to students. |
| Improvement of the operation of the program and/or quality of the graduate student experience | The accomplishments significantly contribute to the operation of the program and/or quality of the graduate student experience in numerous and important ways. | The accomplishments contribute to the operation of the program and/or quality of the graduate student experience in many ways. | The accomplishments contribute to the operation of the program and/or quality of the graduate student. |
| Level of innovation | There is a large amount of detailed evidence of innovation in the nominee’s contributions to the graduate program and/or student experience. | There is detailed evidence of innovation in the nominee’s contributions to the graduate program and/or student experience. | There is some detailed evidence of innovation in the nominee’s contributions to the graduate program and/or student experience |
| Depth of impact on the graduate program | The contributions make a significant positive impact on the graduate program. | The contributions impact the graduate program. | The contributions somewhat impact the graduate program. |
| Breadth of impact on the graduate program in the 9 areas of:  graduate student recruitment, admissions, orientation, training, fellowships, funding, graduate assistantship appointments, assignments, and supervision | The nominee has made an impact on the operation of the graduate program or the graduate student experience in 6 or more of the 9 areas. | The nominee has made an impact on the operation of the graduate program or the graduate student experience in 4-5 of the 9 areas. | The nominee has made an impact on the operation of the graduate program or the graduate student experience in at least 3 of the 9 areas. |
| Others’ characterization of the graduate coordinator | The graduate coordinator truly stands out from peers. | The graduate coordinator stands out from peers. | The graduate coordinator stands out from peers somewhat. |