UF THE GRADUATE SCHOOL

2026-2027 Faculty Doctoral Mentoring Award (FDMA)

Nominations are due to the college by October 19, 2026

Guidelines for Application

Purpose

These awards are to encourage and reward excellence, innovation, and effectiveness in doctoral dissertation and Master of Fine Arts advising.

Award

Each year, approximately five faculty members will receive awards of $3,000 each. An additional $1,000 will be deposited in each faculty member's department account for use in supporting doctoral or M.F.A. students.

Eligibility Criteria

1. Only University of Florida budgeted Graduate Faculty (tenured or untenured) who supervise doctoral dissertations (Ph.D. or Ed.D.) or Master of Fine Arts theses (M.F.A.) are eligible.
2. Faculty must actively support graduate education through teaching, service on graduate committees and sponsorship of student research and scholarship.
3. As verified in GIMS, the nominee must have graduated (served as committee chair or co-chair) at least one doctoral or M.F.A. student during the preceding year (Fall 2025, Spring 2026, Summer 2026) AND must have graduated (served as committee chair or co-chair) at least two additional students with dissertations or M.F.A. degrees in the past five years (Fall 2021 through Summer 2026, inclusively).
4. Nominations for Faculty Doctoral Mentoring Awards will be accepted from graduate students, former graduate students, faculty members, department chairs, graduate coordinators, and higher-level administrators. Individual faculty members may not nominate themselves.
5. Individuals who receive a Faculty Doctoral Mentoring Award during the previous three years are not eligible.
6. The application packet must include at least two (maximum of three) letters of support from the faculty member's current or former graduate students. At least one of the letters must come from a former doctoral or M.F.A. student of the nominee.
7. The application packet must include a letter of support from the department chair.
8. The application packet must have an endorsement from the college dean or designee.
9. The application packet must include a printout of the faculty member's Graduate Faculty Supervisory Committee Activity Report found on the Graduate School Information Management System (GIMS). Once you are in the faculty's record, click the Mentoring Award

tab located across the top of the page. **(Dean's office has access to this information)**.

10. Excellence will be demonstrated by the personal statement, student letters (maximum of three), and letters of support from the department and college.
11. The application packet must include a completed Nomination Form (page 5).
12. The application packet must include a signed Waiver of Access Form (page 6).

Application Packet

Please make one PDF file in this order:

1. Nomination Form.
2. Two to three letters of support from doctoral or M.F.A. students.
3. Letter of support from department chair.
4. Letter of endorsement from college dean.
5. Graduate Faculty Supervisory Committee Activity Report found in the Graduate School Information Management System (GIMS). Once in the faculty member's record, click the Mentoring Awards tab located across the top of the page. **Note: The dean's office has access to this information.**
6. Personal statement from the nominee.
7. Waiver of Access Form.

Graduate School Responsibilities

1. Send memo to Academic Deans.
2. Provide lists of eligible faculty members to each college early in the fall semester.
3. Appoint a committee to review and select the award winners.
4. Report the College level nominees to the Provost so that letters of recognition can be sent.
5. Report to Academic Affairs those candidates chosen for the Faculty Doctoral Mentoring Awards.
6. Coordinate with the President's office for the awards ceremony and Personnel office and Accounting for payments (Faculty award winners and department accounts).

College Responsibilities

1. Advertise the nominations for Faculty Doctoral Mentoring Awards at departmental levels.
2. Designate a college coordinator for the nomination process and inform Dean Stedman of the person's name.
3. Appoint a committee to evaluate the college's nominees. Select from this pool the number of nominees as indicated for your college on page 4. Provide names of committee members to

Dean Stedman. College committee membership is at the discretion of the college. However, one-fourth of the membership should be Ph.D., Ed.D., or M.F.A. students.

4. Forward to the Graduate School Selection Committee those nominees endorsed by the college.
5. Colleges may establish departmental pre-selection procedures as needed.

College Committee Responsibilities

1. Committee members are not eligible for awards.
2. Recommend to the college Dean the nominees to be sent to the Graduate School Selection Committee. The number of nominees to be forwarded to the Graduate School Selection Committee is indicated on page 4.

College Coordinator's Responsibilities

1. Notify all nominees in writing and provide them with a list of the required materials.
2. Assemble the materials provided by the nominee and solicit supporting letters for department chairs or graduate coordinators and graduate students. **Please note: All nomination documents must be emailed to the Graduate School electronically to Angelica Viera at** viera.angelica@ufl.edu. **In addition, please send the application packet as one pdf and in the order listed under "Application Packet" on page 2.**

Nominee's Responsibilities

1. Those wishing to continue the process will respond with a signed statement waiving access to the evaluation materials for the selection committee.
2. Submit a statement (two-page maximum, single spaced, 12-point font, 1-inch margins, no attachments) describing your mentoring style and its effectiveness in promoting doctoral or M.F.A. education.
3. Provide with your statement a printout of your Faculty Supervisory Committee Activity Report (found on Graduate School Information Management System (GIMS). Contact your departmental graduate staff for help with gathering this information. The Dean's office has access).

Deadlines

September 22, 2026 College Academic Deans will be notified of the program and instructed to advise faculty on application procedures.

October 19, 2026 Faculty nominations **(not the whole application packet)** are due to the college office **(not the Graduate School)**. The college creates an internal review process.

November 9, 2026 Complete faculty application packets are due to the college for consideration **(not the Graduate School)**.

November 9, 2026	Dean of the Graduate School appoints committee to select award recipients **(Graduate School Selection Committee)**.
January 19, 2027	Application packets for Faculty Doctoral Mentoring Awards from each college are **due to Graduate School,** addressed to the Dean, and submitted electronically to Angelica Viera at viera.angelica@ufl.edu. **Please note, all nomination documents must be sent to the Graduate School electronically to Angelica Viera at** viera.angelica@ufl.edu.
February 15, 2027	Names of award winners submitted by the Dean to the Provost.
March 2027	Announcement of award winners at a reception, the exact date to be announced by the President's office.

Maximum Number of Nominations Per College

The maximum number of nominations that the college may forward to the Graduate School Selection Committee:

Agricultural and Life Sciences	3
Business Administration	1
Dentistry	1
Design, Construction & Planning	1
Education	2
Engineering	5
Fine Arts	1
Health and Human Performance	1
Journalism and Communications	1
Law	1
Liberal Arts and Sciences	4
Medicine	2
Natural Resources and Environment	1
Nursing	1
Pharmacy	1
Public Health and Health Professions	3
Veterinary Medicine	1

Each college is asked to nominate faculty who supervise doctoral dissertations or M.F.A. theses for a $3,000 award plus $1,000 in the department's account to support doctoral or M.F.A. students. General criteria include graduating a minimum of one student in the past year and a total of three in the past five years.

Faculty Doctoral Mentoring Award (FDMA)

Nomination Form

The college must receive this nomination form by **October 19, 2026.**

The last day the college can receive completed application packets is **November 9, 2026.**

The last day for colleges to submit application packets to the Graduate School is **January 19, 2027.**

1. Name of dissertation or M.F.A. advisor you are nominating (nominee)

   _____

2. Department and college of nominee

   _____

3. Person making the nomination is (check one):

   ☐ Doctoral or M.F.A. student

   ☐ Faculty

   ☐ Administrator

   ☐ Former graduate student

4. State why you believe this mentor should receive a Faculty Doctoral Mentoring Award; be as specific as possible. You may wish to address aspects of his/her mentoring effectiveness, innovation, creativity, ability to interest students, commitment and dedication, fairness, techniques, and intellectual impact. (You may write on the back of this form or attach a letter).

5. Return this form to your college representative.

Your name (please print) _____

(Name of person making nomination will be treated confidentially.)

Signature _____

Date _____

Faculty Doctoral Mentoring Award (FDMA)

Waiver of Access Form

I waive my right to review the materials used in the selection process for the Faculty Doctoral Mentoring Award for 2026-2027.

Faculty member name (please print): _____

Signature _____

Date _____