

## Doctoral Dissertation Mentoring Award

### Review and Selection Process within CHHP

UF guidelines for this award are received by the college from the Graduate School along with the list of eligible faculty (typically in early October). The call for nominations and list of eligible faculty is sent to the Administrative Council and is posted on the Awards website: <http://www.hhp.ufl.edu/find/forfacstaff/awards/awards.php>. The Office of the Associate Dean for Faculty Affairs oversees Awards within HHP.

DDM Award Committee reviews nominations and make its recommendation to the Dean. The committee consists of the Graduate Faculty Committee plus the required number of PhD students ( $\frac{1}{4}$  of the committee must be composed of PhD Students). After award nominations have been received, the Associate Dean (AD) for Academic Affairs will determine whether any member of the GFC s need to be recused for this task due to a conflict of interest. If so, the AD, in consultation with the Dean, will appoint replacement(s) to the council committee for this award review. The replacement(s) will be appointed from the same department(s) as the recused member(s) so the committee will retain departmental balance. In addition, the AD, in consultation with the Chair of the GFC , will appoint the requisite number of PhD students for this award review, preferably from among members of the Graduate Student Council.

The college awards office ensures that the nominated faculty members as well as their Department Chairs are informed of the nomination and given the guidelines and deadlines for completing the application. The University stipulates specific deadline dates for procedures within this award. If not stipulated, the college committee establishes deadlines that will provide sufficient time for the review and selection processes. Complete nomination materials must be submitted to the College (Janice Douglas) by the established deadline.

The Chair of the GFC coordinates the review process. The DDM Award Committee reviews completed applications and makes its recommendation for the award to the Dean.

The College Office (Janice Douglas) submits the college award application with a letter from the Dean to the Graduate School (typically due in mid-January).