

LEVITT MENTOR CALL

To Drake faculty, staff and students

In 1994, the Madelyn Levitt Mentor Award was created in honor of Madelyn Levitt's commitment to Drake and her ongoing interest in faculty and staff achievement and academic excellence. Each year this award recognizes commitment to student success on the Drake campus by honoring a member of the Drake University faculty or staff for excellence in advising and mentoring of students.

You are invited this year to nominate a faculty or staff member for this prestigious award.

Process:

1. A letter of nomination should be submitted recommending an individual for the award and explaining the context and manner in which the nominator has come to know the faculty or staff member. This letter should speak to the following qualifications:

- an outstanding commitment to student success in and out of the classroom in support of the Drake mission.
- integrity in personal relationships.
- typifying the ideal student mentor by providing for students the support they need to graduate and move forward to live productive, fulfilling lives.

The nominee must be a faculty or staff member in at least her/his fourth year of service at the University. The nominee cannot have won this award within the past five years.

The letter is due to Associate Provost Arthur Sanders, no later than **February 8, 2021**. The letter should be sent as an attachment to arthur.sanders@drake.edu and sandra.harris@drake.edu

2. The nominated individual is notified by the Provost's Office of her/his

nomination and asked of her/his willingness to be considered.

3. At the nominee's acceptance, the nominator is asked to collect the following supporting material and submit it to Sandra Harris in the Associate Provost's Office by March 8, 2020: a curriculum vitae or resume, a minimum of one other letter supporting the nomination, and a description by the nominee of activities which illustrate her/his mentoring/advising involvement. At least one of the letters must be from a current student and there may be no more than five letters supporting the nomination. Electronic submission of materials is required. Send all documents to sandra.harris@drake.edu.

4. A screening committee, appointed by the Provost, will review all nominations and make appropriate recommendations to the Provost.

5. Any individual who was initially nominated for the award in 2019 or 2020 may be re-nominated if the nominator resubmits a letter offering the individual for consideration this year. Files of previous nominees are maintained for two years. In the case of re-nomination, the nominator will be invited to review the file to ensure that the nomination is as current as possible. The limit of five letters of support, including one from a current student, also applies to re-nominations.

The 2021 recipient of the Madelyn Levitt Mentor Award will be announced at one of the spring 2021 commencements.

Additional information is available at

<http://www.drake.edu/acad/honors/levittmentoraward/>