September 2004

MEMORANDUM

TO: Chancellors, Vice Chancellors, Senior Vice Presidents, Vice Presidents, Deans, Directors, Department Chairs/Heads, Academic Advising Network, and Student Organizations

FROM: Craig Swan, Vice Provost for Undergraduate Education

SUBJECT: Call for nominations for the 2004-2005 John Tate Awards

DEADLINE FOR SUBMISSION OF DOSSIERS: JANUARY 27, 2005

The Office of the Senior Vice President for Academic Affairs and Provost is pleased to sponsor the 2004-2005 John Tate Awards for Excellence in Undergraduate Advising. I am writing to remind you of this award and to solicit your help in identifying and nominating suitable candidates. Copies of the complete guidelines, nomination form, and a list of previous award recipients are enclosed. These nomination guidelines are also located at the following web address: http://www1.umn.edu/ohr/awards/.

The deadline for nomination dossiers to reach the selection committee is Thursday, January 27, 2005.

This award is named in honor of John Tate, Professor of Physics and first Dean of University College (1930-41). The Tate Awards serve to recognize and reward high-quality academic advising. They call attention to the contribution academic advising makes to helping students formulate and achieve intellectual, career, and personal goals. By highlighting examples of outstanding advising, the Tate Awards identify professional models and celebrate the role that academic advising plays in the University’s educational mission.

A selection committee, comprised of equal numbers of faculty and professional advisers, a previous Tate Award recipient, and a student member, will select up to four faculty and professional advisers at the University of Minnesota to receive the Tate Award. Winners will receive $1,500. The recipient may choose to have the $1,500 allocated through their bi-weekly pay or transferred to their department to use for professional development purposes. The awards will be presented at a public ceremony to be held sometime in late April.

Thank you again for your help with the selection process.

CS/kzb

Enclosures