January 24, 2021

Dear Members of the Cornell Community,

I am writing you today to solicit your nominations for the Kendall S. Carpenter Memorial Advising Awards. In recognition of the importance of undergraduate advising, Stephen Ashley ’62, MBA ’64 and Trustee Emeritus, established the award to honor his extraordinary advisor, a professor of business management at Cornell from 1954 until his untimely death at the age of 50 in 1967.

The Kendall S. Carpenter Memorial Advising Awards recognize sustained and distinguished contributions to undergraduate advising. Four $5,000 awards are made each year. Professorial faculty and senior lecturers are eligible. Nominees must be active contributors to college teaching and to their scholarly field, as appropriate to their appointments, and have not previously won the award (previous awardees). Nominations for this award are being accepted from all members of the academic community including undergraduates, faculty, and academic staff.

A substantial case for the nominee should be made in a dossier describing the nominee’s exceptional contributions to any of the following areas:

- Advising students in one’s classes, formal advisees, and/or other undergraduates who turn to the faculty member for guidance about courses of study, academic options, and professional life.

- Informal advising and out-of-classroom support of issues about which students are troubled or care deeply.

- Supervision of independent studies, undergraduate research, and undergraduate honors projects.

- Leadership in broad curricular reviews or designing and implementing undergraduate programs.

- Leadership in structured institutional advising efforts.

- Contributions to career development programs.
• Serving as faculty advisors to student clubs, athletic teams, community work, or other extra-curricular activities.

• Contributions to intellectual liveliness and support of student development in Cornell’s residential halls and elsewhere outside the classroom.

Nomination materials must include:

• A nomination letter (*Please note*: the most successful and useful nomination letters tend to be those that articulate not just the excellence of an individual’s contributions, but also how their contributions extend above and beyond what is expected of someone in their position, ideally with specific examples that relate to multiple evaluation criteria);
• A cover letter from the Department Chair;
• No more than five letters supporting the nomination from students or others who can speak to the attributes of the nominee (*Please note*: letters from students receive serious consideration in the review process); and
• A copy of the nominee’s CV, if available.

We encourage resubmissions of previously submitted nomination dossiers provided they include relevant updates. Nominations should be submitted to the Associate Dean in the faculty member’s college **no later than Friday, March 4, 2022**:

**Associate Deans for Undergraduate Education:**

• Michelle K. Smith (mks274), College of Arts and Sciences
• Marianella Casasola (mc272), College of Human Ecology
• Alexander Susskind (ams76), Nolan School of Hotel Administration
• Harry Kaiser (hmk2), Dyson School of Applied Economics and Management
• Melanie Holland Bell (mah10), College of Architecture, Art, and Planning
• Alan Zehnder (atz2), College of Engineering
• George Boyer (grb3), the ILR School
• Sahara Byrne (seb272), College of Agriculture and Life Sciences
• Claire Cardie (ctc9), Bowers College of Computing and Information Science
• Maria Fitzpatrick (mdf98), Brooks School of Public Policy

Each Associate Dean will provide complete dossiers to the Vice Provost for Undergraduate Education by **March 18, 2022**.

Please direct any questions to ovpue@cornell.edu. Thank you in advance for your thoughtful attention to this nomination process.

Kind regards,

Lisa

Lisa H. Nishii, PhD
Vice Provost for Undergraduate Education