
TO: All Graduate Faculty

FROM: Dr. Paul DeMarco
Acting Dean, Graduate School
Acting Vice Provost for Graduate Affairs

DATE: Tuesday, September 3rd, 2019

RE: **Graduate School Student Commencement Awards**

During the December commencement events, the Graduate School will recognize graduating students for their outstanding achievements through a series of awards. Descriptions of graduate student awards, as well as an overview of the nomination process, appear below.

To be eligible for consideration, a nominee must have applied for graduation for December 2019. To receive the award, the student must complete all requirements for the degree by Nov. 28th, 2019, which is the deadline for submission of the final thesis/dissertation to the Graduate School. Students who graduated in summer 2019 are also eligible for nomination for an award.

All nominations and supporting materials must be received by Friday, October 4th, 2019. The Scholarship and Awards Committee of the Graduate Council will review all submissions and make recommendations to the Dean concerning graduation honors. Only completed nomination packets will be considered.

Awards for Master's Students:

The Alice Eaves Barns Award.

This award is named in honor of Mrs. Alice Eaves Barns for her many years of outstanding service as a staff member of the Graduate School at the University of Louisville. This award recognizes a master's degree recipient who has displayed tenacity in the face of adversity, while attaining excellence in both the classroom and outside endeavors. The nomination letter must reference the difficulties the student had to overcome while in graduate school, and must specify the student's achievements. All students nominated for the Alice Eaves Barns award are automatically considered for a Graduate Dean's Citation.

The Virginia "Jenny" Madden Award for Graduate Student Leadership and Service.

This award is named in honor of Virginia "Jenny" Madden for her many years of service to the former Graduate School, the School of Interdisciplinary and Graduate Studies, the Staff Senate, and the University of Louisville community. This award recognizes a master's degree recipient who exhibits leadership through service to the recipient's program, college, discipline, the University as a whole, and/or the community. The nomination letter must reference the student's contributions and the impact of those contributions on the communities served. All students nominated for the Virginia "Jenny" Madden award are automatically considered for a Graduate Dean's Citation.

Awards for Doctoral Students:

The Guy Stevenson Award.

The Guy Stevenson Award for Excellence in Graduate Studies honors a former Graduate Dean. The Stevenson Award recognizes an outstanding doctoral degree recipient who has demonstrated excellence in both scholarship and leadership within the discipline, and has made significant contributions to teaching and service, as applicable. The recipient of this award will carry the graduate school banner at commencement ceremonies, and thus must be available for the ceremonies to be considered. This student will provide remarks of no more than five minutes during the Doctoral Hooding and Graduation Ceremony on Friday, December 13th, 2019 and will also be a candidate for student commencement speaker on Saturday, December 14th, 2019. The nomination letter must include program/discipline-specific standards of excellence to help the multi-disciplinary committee evaluate the nominee, and include a statement that the student will attend both of the commencement ceremonies. All students nominated for this award are automatically considered for a Graduate Dean's Citation and for the John Richard Binford Memorial Award.

The John Richard Binford Memorial Award.

The John Richard Binford Memorial Award honors a former chairman of the Department of Psychology. The award is presented to a doctoral degree recipient who excels in scholarship, and has contributed to other areas within the discipline such as leadership, teaching, or service, as applicable. The nomination letter must include program/discipline-specific standards of excellence to help the multi-disciplinary committee evaluate the nominee. All students nominated for this award are automatically considered for a Graduate Dean's Citation.

The John M. Houchens Prize.

The John M. Houchens Prize honors a former registrar of the university. The Houchens Prize is awarded to the doctoral student whose dissertation has potential for significant impact on a field. The nomination letter must provide a description in lay language, accessible to faculty from various disciplines, of the significance of the dissertation work, the impact within the discipline and the broader applications of the work. An electronic copy of the nominated dissertation must be sent to Courtney Kerr, courtney.kerr@louisville.edu, by Friday, October 4th, 2019. All students nominated for this award are automatically considered for a Graduate Dean's Citation.

The Graduate Dean's Citation – for both Master's and Doctoral Students.

To be eligible for a Graduate Dean's Citation, a student must have significant accomplishments (e.g. publications, teaching excellence, and professional service) beyond the achievement of a high grade point average. The letter of nomination should include a description of the nominee's achievements in the areas of scholarship, teaching, and service, as applicable. Each graduate program may recommend at least one prospective graduate, or up to 10 percent of its graduating class, for the Graduate Dean's Citation.

Nomination Procedures:

To nominate a student, a department Chair or Director of Graduate Studies (DGS) must complete the online nomination form, which can be found here: <http://louisville.edu/graduate/forms/nomination-form-for-graduate-student-award-or-honors>. Any faculty member may nominate a student for one of these awards, but the Chair and/or DGS must provide a letter of support and complete the online nomination form.

*Note: While every program may nominate at least one graduate for one or more awards, no program should otherwise nominate more than 10 percent of its graduating class.
Any nominee who does not complete degree requirements may be nominated again during a subsequent term.*

Nominations should include the following:

- **Letter of nomination.** The nomination letter must include the award(s) that the student is being nominated for along with the award-specific information:
 - For the Stevenson and Binford Awards include program/discipline-specific standards for excellence in scholarship to help the multi-disciplinary committee evaluate the nominee.

- For the Stevenson Award, the nomination letter must indicate that the student will attend both of the commencement ceremonies.
- For the Houchens Prize, the letter must provide a description in lay language accessible to faculty from various disciplines of the significance of the dissertation work, the impact within the discipline, and broader applications of the work, as applicable.
- Nominee's vitae or resume
- Letter of support from department Chair and/or Director of Graduate Studies (if not the nominator)
- One-page student biography (not needed for Dean's citation award)
- Houchens Prize only: an electronic copy of the nominee's dissertation must be submitted to Courtney Kerr, courtney.kerr@louisville.edu.

If you have questions please contact Dr. Barbara Clark, Acting Associate Dean, Graduate School, (bjclark@louisville.edu)

All nominations and supporting materials must be in the Graduate School by:

Friday, October 4th, 2019