Outstanding Academic Advisor Award Nomination Form

Nomination Deadline: May 1. Award Recipient will receive official recognition and monetary award at the President’s Opening Breakfast in the fall (or other college-wide celebration or event). Additionally, award recipient will have her/his nameplate added to a perpetual plaque that will be displayed in the Library Entrance. Note: Files should show evidence of some, but not necessarily all, of the above criteria.

Nominee’s Name (print): _____________________________________________________________________

Title: _____________________________________________________________________________________

Department: ________________________________________________________________________________

E-mail Address: _____________________________________________ Campus Phone #: __________________

Nominator’s Name (print): ___________________________________________________________________

Nominator’s Signature:_______________________________________________________________________

Nominator’s Position: ____ Advisee of Nominee   ____ Faculty Colleague of Nominee   ____ Administrator

Nomination Process:

1. A current or former advisee, department chair, dean, and/or a faculty/staff colleague may nominate an individual for the Outstanding Academic Advisor award. No self-nominations are accepted.
2. Nomination files must be submitted to the Director of Academic Advising, FL 101, by May 1.
3. Nomination files must include a completed Outstanding Academic Advisor Award Nomination form, a brief essay (details below), a letter of recommendation from the current or a former department chair or a dean, as well as letters from at least three current or former advisees. Other supportive documentation may be included.
4. The brief nomination essay (1-2 pages suggested) should be thoughtful, well written, and addressed to the nominee’s abilities and attributes relative to his/her effectiveness as an advisor.

Criteria to be Considered in Selecting Award Winners:

- Number of years of advising service.
- Number of advisees typically served.
- Record of availability to advisees.
- Evidence of effectiveness as an academic advisor and mentor to students.
- Mastery of institutional regulations, policies, and procedures.
- Record of participation in advisor development programs and groups.
- Record of collaboration with colleagues and with relevant professional staff.
- Evidence of initiative and creativity in meeting advisee needs and helping them to reach their full potential.
- Evidence of leadership in helping fellow colleagues to become more effective advisors.