



# Awards Eligibility, Criteria & Submission

## Academic Advising (Primary Role) Nomination:

Individuals whose primary role at the institution is the direct delivery of advising services to students. Nominees with faculty status are not eligible for this award; must be Classified Staff or Service Professional.

- Primary (Experienced) - (plaque + \$1000 before taxes) professional academic advisor with a minimum 3 years of experience in the profession.
- New - (plaque + \$1000 before taxes) professional academic advisor with less than three years of experience in the profession.

Academic Advising Award winners will receive the following:

- A plaque and certificate + \$1000 before taxes
- Honored at the CAA Advising Awards reception
- The recipient(s) of this year's Academic Advising (Primary Role) awards will be the designated ASU nominee(s) for NACADA's Annual Awards Program

### *Criteria for Academic Advising Nomination*

The Selection Committee will evaluate nominations on the evidence of qualities and Practices that distinguish the nominee as an outstanding academic Advisor, faculty advisor, or advising administrator. Such evidence may include:

- Strong interpersonal skills
- Availability to advisees, faculty, or staff
- Frequency of contact with advisees
- Appropriate referral activity
- Use and dissemination of appropriate information sources
- Evidence of student success rate, by advisor or department
- Caring, helpful attitude toward advisees, faculty, and staff
- Meeting advisees in informal settings
- Participation in and support of intrusive advising to build strong relationships with advisees
- Monitoring of student progress toward academic and career goals

- Mastery of institutional regulations, policies, and procedures
- Ability to engage in, promote, and support developmental advising
- Evidence of administering an academic advising program that supports NACADA's core values: <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Core-values-of-academic-advising.aspx>
- Participation in and support of advisor development programs
- Perception by colleagues of nominee's advising or advising administration skills

### *Submission Procedures for Academic Advising Nomination*

When creating your nomination packet please follow the guidelines set forth by NACADA. These can be found further down this page. Nominations must contain adequate factual or narrative material that describes the extent to which an individual meets the awards criteria. Include the following items and use objective data to support the nomination. All documents should be submitted electronically in PDF format.

Two separate PDF files as outlined below:

a. The first file should contain:

- a summary of the nominee's qualifications - In this key piece, the nominator should summarize the extent to which the nominee meets the award criteria, citing letters of support, data, or other materials illustrative of exemplary performance as an advisor
- nominee resume or curriculum vitae - Please limit entries to materials that pertain directly to academic advising, presenting relevant information from the nominees overall resume/vita. Please include your current job with either a position description or listing of responsibilities.
- a personal statement of advising and advising philosophy.

b. The second file should contain all appendices (limited to a maximum of 40, single-sided pages) which support the nominator's recommendation. This can include:

- representative materials developed by the nominee.
- letters of support from advisees, colleagues, and administrators. Letters of support or additional materials sent separate from the nomination packet will not be considered.
- other pertinent information from nominator.

\*If selected to move forward to the NACADA awards, the NACADA online system will allow you to submit more than one attachment for the appendices, but the total number of pages if printed should be no more than 40 pages single-sided.

\*Nominations must include only original documentation prepared specifically for the NACADA Awards Program. Materials intended for other awards programs will not be considered. If your nomination packet is prepared solely for the CAA awards, it will need to be edited for the NACADA awards. When individuals are preparing recommendation letters on your behalf it

would be best to keep them generalized or have them be NACADA specific to prevent seeking revised recommendation letters if you have a winning packet with CAA that is sent forward to NACADA.

### **Advising Support Nominations:**

To nominate individuals, please download the Advising Support Nominations Form (see end of this document) for the following categories:

- **Advising Office Staff (non-advisor)**
- **Non-Advising Office Staff (non-advisor)**
- **Advising Administrator**
- **Non-Advising Administrator**
- **Student Employee**

The submission for the advising support nominations is limited to a statement (or collection of statements) no longer than one page, which is provided along with the completed nominations form (see end of this document).

Advising Support Award winners will receive the following:

- A certificate
- Honored at the CAA Advising Awards reception

**DEADLINE: TBA**

## CAA Advising Support Awards Nomination Form

Please use a separate form for each individual for whom you wish to seek consideration for an award.

Name of Nominee: \_\_\_\_\_

Nominee Title: \_\_\_\_\_

Name of Person Making Nomination: \_\_\_\_\_

Title of Person Making Nomination: \_\_\_\_\_

### Select the category your nominee best fits on this form:

**Advising Support Award – Advising Office Staff (non-advisor)**

To recognize a non-advising member of an advising office staff or someone in a related office who directly supports the mission of advising. The candidate chosen to receive the award will have demonstrated a continued commitment to the advising community, especially the advisors with whom s/he works directly, as well as habitually going above and beyond the call of duty in supporting advisors and students through direct action.

**Advising Support Award – Non-Advising Staff (non-advisor)**

To recognize a non-advising member of an office who is not directly related to advising but who directly support the mission of advising through the work performed as a function of the person's job (e.g. DARS Team, Registrar, Student Affairs, Student Life, Residential Life, Financial Aid, Intercollegiate Athletics, etc.). The candidate chosen to receive this award will have demonstrated a continued commitment to the advising community and to the mission of advising in general, demonstrating a repeated willingness to respond quickly and efficiently to the needs of advisors and students, often going above and beyond the call of duty.

**Advising Support Award – Non-Advising Administrator**

To recognize an administrator who is not directly related to advising but has worked tirelessly to promote the mission and goals of a successful advising structure, especially in terms of recognizing the importance of the professional advisor in advancing the teaching mission of ASU. The chosen candidate will demonstrate a commitment to promoting the advancement of professional advising and the mission of advising as a collaborative effort among students, advisors, and faculty to ensure student academic excellence.

**Advising Support Award – Advising Administrator**

To recognize an administrator who may provide direct academic advising services but whose primary responsibility is as an administrator or director of academic advising programs at ASU and has worked tirelessly to promote the mission and goals of a success advising structure, especially in terms of recognizing the importance of the professional advisor in advising the teaching mission of ASU. The chosen candidate will demonstrate a commitment to promoting the advancement of professional

