



# *Outstanding Advisor Award*

*This award serves to recognize and reward an advisors for outstanding academic advising. Academic advisors help students identify and achieve their personal, educational, and career goals, and therefore, are key to student success; advisors are critical to this mission, and we would like to encourage advisors to take the extra steps in helping our students to achieve their goals.*

## ***Nomination Procedure***

*Recommendations for nominees may come from faculty, staff, administrators, students or student organizations. Self-nominations are also welcome. Nominations must be submitted to Denise Klein, Coordinator, Advisement and Transfer Services, by **April 26, 2019**.*

## ***Eligibility***

*Advisor is defined as a non-teaching staff whose responsibilities include academic advising.*

## ***Nomination Materials***

*Each nominee's material should include (and be limited to):*

- *A statement presenting reasons for nominating the individual. This statement should describe the nominee's qualifications with specific references to the listed criteria.*
- *No more than two letters of support from students, faculty, staff, or administrators who have firsthand knowledge of the nominee's performance as an advisor.*
- *A personal statement by the nominee presenting his or her approach to academic advising and relating the specific types of advising currently being used.*

## ***Selection Criteria***

*The advisor will be chosen on the basis of documented outstanding advising and the demonstration of excellence through:*

- *A caring attitude toward advisees.*
- *Availability and approachability with students.*
- *Effective interpersonal skills, communication skills, and listening skills.*
- *The monitoring of students' progress towards academic and career goals.*
- *Engagement in developmental advising versus simple course scheduling.*
- *Appropriate referral as needed.*
- *Comprehensive knowledge of the College's processes, policies, and procedures.*
- *Attendance at a variety of ADV workshops.*