



# *Outstanding Faculty Advisor Award*

*This award serves to recognize and reward academic advising by part-time and full-time teaching faculty. Academic advisors help students identify and achieve their personal, educational, and career goals, and therefore, are key to student success.*

## ***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 Graduation Services, by **MARCH 28, 2014**.*

## ***Eligibility***

*Full-time and part-time teaching faculty are eligible. Previous nominees who did not receive the award may be re-nominated. Previous winners may be nominated again after five years.*

Note: For purposes of this award, academic advising is defined as non-classroom contacts with students to assist in clarifying, planning, and monitoring student progress.

## ***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***

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

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