



# ***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 Peggy Harvey-Lee, Director of Counseling & Advising, by MARCH 26, 2010.*

## ***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 first-hand 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.*