

Auburn University Outstanding Advising Awards Nomination Guidelines

Categories*:

1. New Advisor – Advisor for less than three years at Auburn by nomination deadline (more than 50% of duties are academic advising)
2. Advisor – Advisor for three or more years at Auburn by the nomination deadline (more than 50% of duties are academic advising)
3. Faculty Advisor (less than 50% of duties are academic advising)
4. Academic Advising Administrator

Call for Nominations:

The first business day of September

Criteria: (mirrors NACADA awards criteria)

Nominations will be evaluated on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor. Such evidence may include, but is not limited to:

- Interpersonal/human relations skills
- Professional practices
- Documented success
- Documented advisor development

Advisor/Advisor Administrator Submission Procedures: (mirrors NACADA submissions procedures)

1. Nomination letter -- In this letter, the nominator should summarize the nominee's qualifications and why the individual is being nominated for the award, including job responsibilities and expectations. This letter should provide the evidence and specific examples that demonstrate the nominee's outstanding performance. Nominators should solicit input from others as they craft their nomination letters and are most welcome to include quotes or comments from colleagues and students. Nomination letter SHOULD NOT exceed three pages.
2. Letters of Support -- You should include two additional letters of support. These letters may come from colleagues, employees, supervisors, or students- anyone who might augment the selection committee's understanding of the nominee. Letters SHOULD NOT exceed two pages.
3. A 1-pp. job description.
4. A 2-3pp. statement of advising philosophy.
5. Documentation of exemplary advising performance. Appropriate documentation may include (but is not limited to) summaries of student advising evaluations, student and alumni testimonials, and letters of support from campus colleagues.

Note: Winning individuals are expected to represent Auburn University in the regional and national level NACADA awards. Please visit the following site to see more information of requirements and submission procedures: <http://www.nacada.ksu.edu/Programs/Awards/index.htm> .

Outstanding Student Support Representative Award:

An additional category for Student Support Services Representatives has been added to recognize individuals in non-advising roles that contribute to the academic success of our students and support academic advising. Qualifying individuals include team members representing college student support units such as Coordinator of Student Services with less than 50% advising responsibilities and administrative assistants, Academic Support Services, Auburn University Career Center, First Year Experience, HCOB Office of Professional and Career Development, Office of the Registrar, Student Athletic Support Services, University Scholarships, Auburn Abroad, Veterans Resource Center, or other support units. Nominator will explain in letter how the individual being nominated supported student success. Advising may not be the primary responsibility of these individuals.

Criteria: (mirrors advising awards criteria)

Nominations will be evaluated on the evidence of qualities and practices that distinguish the nominee as an outstanding student support representative. Such evidence may include, but is not limited to:

- Interpersonal/human relations skills
- Professional practices
- Documented success
- Documented professional development

Student Support Representative Submission Procedures

1. Nomination letter -- In this letter, the nominator should summarize the nominee's qualifications and why the individual is being nominated for the award. This letter should provide the evidence and specific examples that demonstrate the nominee's outstanding performance. Nominators should solicit input from others as they craft their nomination letters and are most welcome to include quotes or comments from colleagues and students. Nomination letter SHOULD NOT exceed three pages.
2. Letters of Support -- You should include two additional letters of support. These letters may come from colleagues, employees, supervisors, or students- anyone who might augment the selection committee's understanding of the nominee. Letters SHOULD NOT exceed two pages.
3. A 1 page job description.
4. A 2-3 page statement of your work philosophy describing your professional values and approach to student support.
5. Documentation of exemplary performance. Appropriate documentation should include (but is not limited to) summaries of student evaluations, student and alumni testimonials, and letters of support from campus colleagues.

Deadline for Nominations: October 7th. Decisions will be made by Nov. 1. Submit electronic packets to Dr. Constance Relihan 209 Samford Hall (relihco@auburn.edu)

***Candidates for Outstanding Advising Awards must be eligible to be a member of NACADA.**

Approved by Provost: April 27, 2012; Revised September 7, 2016