



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

**OP 10.16: President’s Excellence in Academic Advising Awards**

**DATE:** July 8, 2020

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish consistent guidelines for the President’s Excellence in Academic Advising Awards, which recognize outstanding academic advising achievement.

**REVIEW:** This OP will be reviewed in June of each year by the Vice Provost for University Programs & Student Success with substantive revisions presented to the President.

**POLICY/PROCEDURE**

**1. General Policy**

Four levels of awards are included in this program to recognize excellence in academic advising by administrators, staff, faculty, and departments. The individual awards for a faculty member and an academic advisor may be given to a maximum of two individuals per year. The program award may be given to a maximum of one team per year. The administrator award may be given to a maximum of one administrator per year. No awards are required to be given in any year. Awards made independently by colleges, schools, departments, and areas are not addressed in this OP.

a. Eligibility

For the individual award, by September 1 in the academic year of the award, the nominee must:

- (1) Have been continuously employed as benefits eligible faculty or staff for at least one year;
- (2) Be up to date in all training and employment requirements for the university and state;
- (3) Have been in the position for which the person is nominated for at least one year;
- (4) Have received positive annual evaluations or appraisals for the past year; and
- (5) Not have received this award during the past two years.

For the program award, by September 1 in the academic year of the award, each academic advisor in the nominated college/department/area/unit team must meet the eligibility criteria above for the individual award. Each nominated program member will have been in the position for which the person is nominated for at least one year.

Anyone who is being considered as an individual nominee may also be considered at the same time for the program award. However, a person may win only one award at a time, and selection as part of the program award will take precedence over selection for an individual award.

b. Criteria

Eligible nominations will be evaluated on the basis of specific examples of advising excellence above and beyond expected duties. Evidence of advising excellence should be outlined in the award application statement, supporting letters of nomination, and in any other supplemental material that may be provided within the nomination packet. The letters of nomination should be dated in the current academic year, but additional supportive materials, if any, may be from past years. A letter of nomination is required from the individual or team's supervisor and by others, as specified in the attached nomination request forms.

c. Timetable

Nominations will typically be due by early February, with the specific dates to be published each year. Submissions received after the deadline will not be considered. Reporting to the VP for University Programs & Student Success, the Executive Council of The Committee on Advising, Retention, and Student Success will serve as the review committee for this award and will make its recommendations to the VP for University Programs & Student Success, who will make recommendations to the President by March 1. The President will announce the award winners, if any, in April at an awards ceremony.

## 2. Administration of Program

This award program will be administered under the direction of the Vice Provost for University Programs & Student Success. An appointed review committee will review applications. The review committee will nominate a chair to direct the evaluation process. Any member of the review committee who has been nominated in the same year should recuse herself/himself from the evaluation process. If a recusal occurs, a substitute will be recruited. Additionally, past award winners will be invited to join the review committee. The review committee's evaluations will constitute a recommendation to the Vice Provost for University Programs & Student Success, who will choose the award winners, if any.

## 3. Award Descriptions

Four levels of awards may be presented each year.

- a. A maximum of one academic advising administrator award will be presented each year.
  - (1) A cash award of \$1,000 (cash awards are processed through Payroll & Tax Services with appropriate deductions taken);
  - (2) An award plaque for the individual; and
  - (3) An award certificate for the individual.

- b. A maximum of two individual professional academic advising awards will be presented each year. The amount of information to be learned as an academic advisor is significant and requires time, development, and experience. For this reason, the individual awards will be divided into two categories: new academic advisor (1-3 years of experience) and experienced academic advisor (3+ years of experience) will include the following:
  - (1) A cash award of \$1,000 (cash awards are processed through Payroll & Tax Services with appropriate deductions taken);
  - (2) An award plaque for the individual; and
  - (3) An award certificate for the individual.
- c. A maximum of two individual faculty academic advising awards will be presented each year. The amount of information to be learned as an academic advisor is significant and requires time, development, and experience. For this reason, the individual awards will be divided into two categories: New Faculty Academic Advisor (1-3 years of experience) and Experienced Faculty Academic Advisor (4+ years of experience) will include the following:
  - (1) A cash award of \$1,000 (cash awards are processed through Payroll & Tax Services with appropriate deductions taken);
  - (2) An award plaque for the individual; and
  - (3) An award certificate for the individual.
- d. A maximum of one program award will be presented each year. Program awards will include the following:
  - (1) A cash award of \$5,000 to be divided equally among the advisors named in the nomination (cash awards are processed through Payroll & Tax Services with appropriate deductions taken);
  - (2) An award plaque for the college/department/area/unit; and
  - (3) An award certificate for each advisor named in the nomination.

[Attachment A: Individual Nomination Form–New](#)

[Attachment B: Individual Nomination Form–Experienced](#)

[Attachment C: Program Nomination Form](#)

[Attachment D: Advising Administrator Nomination Form](#)

[Attachment E: Individual Rubric](#)

[Attachment F: Program Rubric](#)

[Attachment G: Academic Administrator Rubric](#)