



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 10.16: President's Excellence in Academic Advising Awards**

**DATE:** September 14, 2007

**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 senior vice provost for academic affairs with recommended revisions presented to the provost/senior vice president for academic affairs (PSVPAA) by July 15.

#### **POLICY/PROCEDURE**

##### **1. General Policy**

Two levels of awards are included in this program, which is intended to recognize excellence in academic advising by faculty and/or staff. The individual award may be given to a maximum of two individuals per year. The team award may be given to a maximum of one team 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 two years;
- (2) Be up to date in all training and employment requirements for the university and state;
- (3) Have been an academic advisor for at least two years;
- (4) Have received positive annual evaluations or appraisals for the past two years; and
- (5) Not have received this award during the past two years.

For the team 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 criteria above for the individual award.

Anyone who is being considered as an individual nominee may also be considered at the same time as part of a team award. However, a person may win only one award at a time, and selection as part of team 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 provided in the award application statement, in the 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. See the attachments for the nomination request forms.

c. Timetable

Nominations will be due by February 1. Submissions received after the deadline will not be considered. The review committee (see below) will make its recommendations to the PSVPAA by March 1. The PSVPAA will announce the award winners, if any, in April.

## 2. Administration of Program

This award program will be administered through the Office of the PSVPAA. Applications will be evaluated by the Rump Group of the Associate Deans Council or, if the Rump Group so prefers in a vote conducted each year, by a subset of at least five faculty and staff members of the Rump Group. The review committee must be comprised of both faculty and staff and must have at least five reviewers. The senior academic advisor will direct and chair the evaluation process and may count as one of the five reviewers. Any member of the review committee who has been nominated for the award should recuse herself/himself from the evaluation process; if the recusal should cause the number of reviewers to be fewer than five or would remove the committee chair from her/his duties, a substitute will be recruited from the Rump Group. The review committee's evaluations will constitute a recommendation to the PSVPAA, who will choose the award winners, if any.

## 3. Award Descriptions

Two levels of awards may be presented each year.

- a. A maximum of two individual awards will be presented each year. Individual awards will include the following:
  - (1) A cash award of \$1,000 (cash awards are processed through Payroll with appropriate deductions taken);
  - (2) An award plaque for the individual; and
  - (3) An award certificate for the individual.
- b. A maximum of one team award will be presented each year. Team 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 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](#)

[Attachment B: Team Nomination Form](#)

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