OP 10.16: President’s Excellence in Academic Advising Awards

DATE: June 13, 2016

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 Provost for undergraduate education and Student Success with substantive revisions presented to the vice provost for undergraduate education and student affairs and 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. 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 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 two years
(5) Not have received this award during the past two years
For the **team 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, however, the length-of-service requirements differ for team awards. Each individual team member is required to have been continuously employed as a benefits eligible faculty or staff for one year. Each nominated team member will have been a member of the nominated academic advising team for at least one year.

Anyone who is being considered as an individual nominee may also be considered at the same time as part of a team for the **program** award. However, a person may win only one award at a time, and selection as part of the **team 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 AVP of University Programs and 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 AVP for University Programs and Student Success, who will make recommendations to the president by March 1. The Professional Development Subcommittee of the Committee on Academic Advising and Retention (see below) will serve as the review committee for this award and will make its recommendations to the AVP for Undergraduate Education 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 Associate Vice Provost for University Programs & Student Success Division of Undergraduate Education and Student Affairs. 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 for the award 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 Associate Vice Provost for University Programs & Student Success president, who will choose the award winners, if any.
3. **Award Descriptions**

- **Two** levels of awards may be presented each year.

  a. A maximum of **one academic advising administrator**, 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 & 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: 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 & Tax Services with appropriate deductions taken);
    2. An award plaque for the individual; and
    3. An award certificate for each advisor named in the nomination.

  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;
    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