

**President's Excellence in Academic Advising
Award Individual Nomination Form – New
(1 to 3 Years)**

1. Name of Academic Advisor:
Office Address:
Office Telephone Number:
Email Address:
2. Dates of Advising Service:
3. Dates of Employment at Texas Tech:
4. Briefly summarize the nature of this individual's academic advising responsibilities:
5. Has this individual been an academic advisor and a benefits eligible employee for at least one year but not more than three?
6. Is this individual current on all required university and state training and other employment requirements?
7. Has this individual received positive annual evaluations or appraisals for the past year?
8. Has this individual received an individual or team academic advising award in the past two years?
9. Submit a statement of no more than three double-spaced pages from the nominee describing his/her approach to academic advising, successes in advising, and reasons for being considered for this award.
10. Submit at least two letters of nomination along with any other materials attesting to and describing in detail the knowledgeable and high quality advising provided by the nominee. A letter of nomination is required from the individual's supervisor. Other letters may be from faculty, staff, administrators, students, parents, or alumni.
11. Attach this page as a cover to items 9 and 10. The packet may not exceed 20 pages.
12. Provide the following signatures to indicate approval of the nomination:

Nominee

Date

Nominee's Supervisor

Date