

**President's Excellence in Academic Advising Award  
Program Nomination Form**

1. List below or on an attached sheet the names of all academic advisors on the team. Include each person's office address, office telephone number, e-mail address, dates of advising service, and dates of employment at Texas Tech. Have each individual sign on the back of this sheet to indicate approval of this nomination.
2. Briefly summarize the nature of the advising responsibilities of each team member:
3. Have all named individuals been academic advisors and benefits eligible employees for at least one year?
4. Are all named individuals current in all required university and state training and other employment requirements?
5. Have all named individuals received positive annual evaluations or appraisals for at least the past year?
6. Has anyone on this team received an individual or team academic advising award in the last year?
7. Each member of the team shall submit a statement of no more than two double-spaced pages describing the individual and team's approach to academic advising, successes in advising, and reasons for being considered for this award.
8. 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 this team. A letter of nomination must be included from the team's supervisor. Additional letters may be from faculty, staff, administrators, students, parents, or alumni.
9. Attach this page as a cover to items 7 and 8. The packet may not exceed 20 pages.
10. Provide the following signature to indicate approval of the nomination:

\_\_\_\_\_  
Team's Supervisor

\_\_\_\_\_  
Date