

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

1. Name of Advising Administrator
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 administrator responsibilities:
5. Has this individual been an academic advisor administrator and a benefits eligible employee for at least one year?
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. Submit a statement of no more than three double-spaced pages from the nominee describing his/her approach to supporting academic advising, successes in advising, and reasons for being considered for this award.
9. Submit at least two letters of nomination along with any other materials attesting to and describing in detail the knowledgeable and high quality advising support provided by the nominee.
10. Attach this page as a cover to items 8-9. The packet may not exceed 20 pages.
11. Provide the following signatures to indicate approval of the nomination:

Nominee

Date

Nominee's Supervisor

Date