

**Scoring Rubric – Advising Administrator  
President’s Excellence in Advising Award**

Name of Nominee:

Name of Reviewer:

<b>Does the nomination include the appropriate materials?</b>	<b>Yes</b>	<b>No</b>
Nomination form (completed and signed by both nominee and supervisor)		
Statement (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.		
Letters of support		

\*Applications that do not include the items listed above will not be considered in the review process. The application may be no longer than 20 pages in length.

<b>Nominee's Statement</b>	<b>Score (Maximum of 5 points per item with a total of 30 points)</b>
The nominee's statement contains a description of his/her approach to academic advising.	
The nominee's statement includes specific examples of advising excellence and successes in advising and/or specific examples of ways in which the nominee has gone above and beyond typical advising responsibilities.	
<b>Supervisor's Letter of Support</b>	<b>Score</b>
The letter of support from the nominee's department (s) demonstrates specific patterns of advising support for excellence such as improvements, innovations, and new processes and procedures.	
The supervisor's letter also addresses ways in which the nominee effectively uses resources and meets departmental goals and objectives.	
<b>Additional Letters of Support</b>	<b>Score</b>
Additional letters of support give detailed examples of ways in which the nominee has gone above and beyond typical administrator responsibilities.	
Letters of support demonstrate creative or innovative approaches to problem solving.	
<b>Total Score (30 possible)</b>	

Additional Notes to the Committee: