

Scoring Rubric – Program Award
President’s Excellence in Advising Award

Name of Nominee:

Name of Reviewer:

Does the nomination include the appropriate materials?	Yes	No
Nomination form (completed and signed by the team’s supervisor)		
Statements from each team member (no more than two double-spaced pages) describing his/her approach to academic advising, successes in advising, and reasons for being considered for this award.		
Letter of support from supervisor		
Additional letters of support from faculty, staff, administrators, students, parents, or alumni		

*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.

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

Additional Notes to the Committee: