



## STUDENT SUCCESS AND TEACHING EXCELLENCE AWARDS

### Outstanding Undergraduate Academic Advising Award

As highlighted in our vision statement, Nazareth College “places special value on student success”. These awards recognize the outstanding work done to promote student success through innovation, advising, support, and mentorship. Award recipients will receive \$300 in recognition of their contributions to student success.

Nazareth promotes a developmental approach to advising that attends to the whole student and their educational, professional, and life goals. Advisors support student success by encouraging them to reflect on their interests, skills, and values and helping them to become self-reliant and make appropriate educational decisions. The Outstanding Undergraduate Academic Advising Award recognizes the outstanding work done by an academic advisor to facilitate student development and promote student success. One award recipient may be selected if the application packet substantiates the award criteria.

#### Nomination Process (Completed by students)

This award is open to all faculty and staff who serve as academic advisors. Nominations from students must be received by December 6<sup>th</sup>, 2019 via this link [https://naz.co1.qualtrics.com/jfe/form/SV\\_3yjSxGT0Ya3c0dv](https://naz.co1.qualtrics.com/jfe/form/SV_3yjSxGT0Ya3c0dv) . Students may only nominate someone who is (or was) officially assigned to them as an academic advisor. Nominees will be notified by the Office of the Vice President for Academic Affairs by December 11<sup>th</sup>. (Previous award winners are not eligible to be nominated.)

#### Submission Process

Advisors who accept the nomination must submit an electronic packet to Laura Putnam ([lputnam4@naz.edu](mailto:lputnam4@naz.edu)) as a single PDF by February 14, 2020. This packet includes the following:

- Statement of advising philosophy (no longer than 1 page).
- A letter of support from their department chairperson (or supervisor for staff advisors) sent by the supervisor or chairperson under separate cover. (Nominees should provide their chair or supervisor with the award criteria and address them in the letter if possible.)
- Five recommendations from advisees (current or former). Nominees should provide Laura Putnam the names of at least eight students by January 17<sup>th</sup> from whom recommendations can be requested using the using the Outstanding Advising Undergraduate Award Student Recommendation Form.
- Optional – the nominee may submit other supporting materials such as advisor outcomes data or self-created advising materials/tools.
- Note: All recommendations are confidential and are only shared with the review committee.



### **Review Committee**

The review committee will be composed of at least one faculty member from each school/college and staff members from the Academic Advisement Center.

### **Review Process**

The committee will receive the submission packet by February 19, 2020 and will review each packet based on an evaluation rubric. The committee may select one winner. The awardee will be notified by March 6th and will be honored at the Teaching Excellence and Student Success Awards Ceremony on March 19, 2020.

### **Outstanding Undergraduate Advising Award Criteria**

The Outstanding Undergraduate Academic Advisor Award goes to an academic advisor who uses an approach to advising that facilitates student development and success and who:

- Helps advisees to explore options and develop realistic goals (educational, professional, or life).
- Helps advisees make informed decisions about academic program consistent with their individual interests, capabilities, and goals.
- Encourages advisees to make their own decisions.
- Communicates clearly and provides accurate information.
- Knows academic requirements, policies and procedures and where to find information about these.
- Informs advisees of appropriate campus resources, support services or educational opportunities as needed (Center for Life's Work, Accessibility Services, Peer Tutoring, Success Coaching, Study Abroad, Internships, Field/Clinical Experiences, etc.).
- Assists advisees in monitoring their academic progress (check program evaluation, monitor credits, course grades and GPA, etc.).
- Spends adequate time with advisees during advising sessions to discuss academic issues/problems.
- Is generally available to meet advisees and is responsive to emails and other messages.
- Is respectful, approachable, and helpful.

The award winner also participates in professional development opportunities related to advising.