



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 student nominators)

All faculty and staff who serve as academic advisors to undergraduate students are eligible for this award, but previous award winners are not eligible. Nominations from students must be received by December 12, 2022 using the [this link](#). Students may only nominate someone who is (or was) officially assigned to them as an academic advisor. Nominees will be notified by December 16th.

Submission Process (Completed by award nominees)

Academic advisors who accept the nomination must submit the following electronically to Laura Putnam (lputnam4@naz.edu).

By January 16th:

- Nominees should provide a list of five to eight students from whom Laura will request recommendations via the Outstanding Advising Undergraduate Award Student Recommendation Form (in Qualtrics). At least five recommendations are required from advisees (current or former).

By February 13th:

- Statement of advising philosophy (PDF document, 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 to Laura Putnam. (Nominees should provide their chair or supervisor with the award criteria to be addressed in the letter if possible.)
- Optional – the nominee may submit other supporting documentation that demonstrates outstanding advising such as advisor outcomes data or self-created advising materials/tools. If submitting



supporting documents, please add them to the end of the advising philosophy document. Submit a single PDF document.

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 Office of Academic Advisement.

Review Process

The committee will receive the submission packet by February 17th 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 23, 2023.

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.