

# Provost's Award for Excellence in Advising

## *Selection Guidelines and Instructions*

### **Description of Award**

The Provost's Award for Excellence in Advising is given annually to recognize an individual who serves undergraduate advisees in exemplary ways. The Award includes a \$2000 cash prize, a plaque, and membership in the University's Academy of Advising Excellence.

### **Eligibility and Criteria for Selection**

To be eligible for the Award, a nominee:

- Must be Faculty (Instructor or other rank) or a Classified Staff member with assigned advising responsibilities
- Must provide academic and/or career advising
- Must advise undergraduate students

Successful candidates will have a demonstrated record of advising excellence. Each candidate must furnish a personal, written philosophy of advising.

### **General Procedures for Nominations, Dossier Submissions, and Selection**

- Faculty, Staff, administrators, or students will nominate individuals (but not themselves) for the Award.
- To encourage participation by advisees, students need only to provide a nomination to put someone into consideration. After an advisor is thus nominated, the appropriate department or unit will be notified; and the nominee's supervisor will be encouraged to oversee submission of a dossier.
- When Staff, Faculty, or administrators nominate an advisor, a complete dossier is to be submitted simultaneously.
- Complete dossiers must be received by the published deadline to receive further consideration.

### **Organization and Submission of Dossiers**

- Each dossier must include:
  - A *Letter of Nomination/Cover Letter* (three pages maximum)
  - A statement of the candidate's personal *Advising Philosophy* describing the overarching intellectual framework that guides his or her advising efforts (two single-spaced pages maximum)
- Each dossier may include:
  - *Letters of Support* (maximum of five, one-page letters)
    - Short letters of nomination from students may be excerpted and consolidated into a single "letter" (to be considered as one of the five)
    - Cover letters may cite numbers of letters or nominations received and may excerpt from letters not submitted, but cover letter length and numbers of letters submitted must not exceed maxima noted above.
  - Other items are not sought and will not be considered in the initial selection process.
- Completed dossiers should be submitted to *Kimberly Brown, Director of University Academic Advising Center/University Studies (mail code 0154)* by the published deadline.