

Undergraduate Faculty Advisor of the Year (University Criteria)

The Faculty Advisor of the Year Award is given each year to recognize and emphasize excellence in academic advising. Other teaching and scholarly activities may become a consideration in the selection process, but the main emphasis will be on teaching excellence in academic advising as judged by faculty and students.

The Dean is to appoint a committee with students, faculty, and administrative representation to select an outstanding advisor from the college. The Faculty Evaluation Committee then selects a “Faculty Advisor of the Year” from the seven college level nominees. This person is recognized at the annual Robins Awards and receives a \$1,000 cash award.

Criteria

The following criteria for selection of the nominees are recommended:

- The nominee should be serving in a full-time faculty position. Staff members who work as full-time advisors should not be nominated.
- Availability to advisees.
- Frequency of contact with advisees.
- Monitoring of student progress toward academic and career goals.
- Mastery of institutional regulations, policies, and procedures.
- Number of students assigned for advising purposes.
- Evidence of involvement in student clubs, organizations, or leadership development.
- Past recipients will not be considered.

Nomination Materials

In order to provide greater uniformity in the nomination materials provided to the Committee, the following must be prepared:

- Letters from former advisees establishing the impact of advising. It would be especially useful if these letters came from alumni as well as current enrollees.
- Letters from colleagues attesting to the candidate’s impact on advisees.
- Evidence of extra curricular advising (clubs, etc.).
- A letter from the department head explaining the candidate’s role and impact as an advisor.
- The number of students advised per annum.