

Academic Advisor of the Year Guidelines and Procedures



Rules

Once an advisor has been selected as “Advisor of the Year”, they can not be selected again for at least 2 years.

- Each advisor can only nominate one full time and one part time advisor per year.
- Forms should be sent electronically to Cindy.

Selection Committee

- Cindy Berry, Erica (Cumby) Pawandiwa & Teddy Krekula

Nominations Submission Deadline

- Should be submitted by the middle of April, the recipients will be selected by the middle of May.

What Each Recipient Receives

- Each recipient will receive: an announcement in Thunderbridge and a framed Certificate.
- Part-time “Advisor of the Year” will be nominated for the “Part-time PSS Employee of the Year” award.
- Full-time “Advisor of the Year” will be nominated for the “Jean Sharon Griffith” award.

PREVIOUS RECIPIENTS:

- 2007-2008: Tara Thompson - FT; Victoria Glass - PT
- 2008-2009: Vicki Wood - FT; Calvin Mayfield - PT
- 2009-2010: Lorrie Anderson - FT; Mary Ellard - PT
- 2010-2011: Victoria Glass – FT; Joanne Terry- PT

Academic Advisor of the Year Nomination Form

Year: _____

Nominee Name: _____

Position: *(Must be employed as an academic advisor in our department for a minimum of 18 months in order to be nominated)* *Please check the circle next to Full Time or Part Time.*

Full Time

Part Time

In each of the criteria areas listed below, please describe in 50 words or fewer how the Nominee exemplifies the characteristic of an excellent advisor in each category.

A. Excellence in student advising (50 words)

B. Contributions to the improvement of the quality of academic advising either within the unit and/or campus wide (50 words)

C. Demonstration of a concerned attitude toward students (50 words)

D. Mastery of institutional regulations, policies and procedures (50 words)

E. Mastery and utilization of appropriate information and referral sources (50 words)

F. Participate in and support of advisor development programs (50 words)

G. Commitment to accessibility of advisors to student (50 words)

H. Excellent in creating or maintaining advising structures and procedures, advising technology, communication or other special skills (50 words)