

Academic Advisor Awards

Nomination Rubric and Guidelines

Outstanding New Professional Academic Advisor Award

Eligibility

For individuals who have been employed as an academic advisor for undergraduate students in any of the academic colleges or the University Advisement Center for *fewer than three consecutive years* by the submission deadline.

Nomination Format

Nominations must be written in business letter format, no more than 500 words, addressed to the *Academic Advisor Awards Selection Committee* and submitted through the online nomination form by the stated deadline. Strong nominations provide specific examples that illustrate the nominee's excellence, growth, and a clear narrative of the nominee's early impact on students and advising.

Nominators should address the following categories and questions

1. Excellence in Advising

- How does the nominee demonstrate a strong foundation in advising practice and student support?
- What distinguishes their advising approach as exemplary, even in the early stages of their career? How does the nominee help students become independent learners and self-reliant problem-solvers?

2. Student-Centered Impact

- How does the nominee build trust and connection with students? What methods are used to communicate accurate information to students in a timely manner?
- What examples show their impact on student retention, engagement, and/or success? How do they support diverse and/or at-risk student populations with empathy and effectiveness?

3. Collaboration and Campus Engagement

- How has the nominee contributed to their team or collaborated with campus partners?
- In what ways have they helped foster a positive advising culture within their department or college?

4. Leadership and Professional Growth

- How has the nominee pursued professional development or learning opportunities to enhance their advising skills?
- What evidence shows initiative, motivation, or emerging leadership potential?

5. Caring and Professionalism

- How does the nominee demonstrate empathy, inclusivity, and professionalism in their work with students and colleagues?
- What qualities make them an outstanding representative of the advising community?

Tips for Strong Nominations

- Use specific examples rather than general statements.
- Describe measurable impact (student outcomes, new programs, improved processes, etc.).
- Incorporate quotes or feedback from students, peers, or supervisors when possible.
- Maintain a professional, appreciative tone consistent with the spirit of recognition.
- Proofread carefully to ensure clarity, accuracy, and professionalism.

Please consider the criteria in the Evaluation Rubric when crafting your nomination letter:

Criteria	Description	Points
Excellence in Advising	Provides strong examples of effective advising early in career	0–5
Student-Centered Impact	Demonstrates meaningful contributions to student engagement and success	0–5
Collaboration and Engagement	Shows evidence of teamwork and contribution to the advising community	0–5
Leadership and Growth	Demonstrates initiative, learning, and potential for leadership in advising	0–5
Caring and Professionalism	Exemplifies empathy, inclusivity, and professionalism	0–5
Total Possible		25

Outstanding Professional Academic Advisor Award

Eligibility

For individuals who have been employed as an academic advisor for undergraduate students in any of the academic colleges or the University Advisement Center for *at least three consecutive years* by the submission deadline.

Nomination Format

Nominations must be written in business letter format, no more than 500 words, addressed to the *Academic Advisor Awards Selection Committee* and submitted through the online nomination form by the stated deadline. Strong nominations should offer specific examples and a clear narrative of the nominee's sustained excellence, leadership, and innovative contributions to student success and the advising profession.

Nominators should address the following categories and questions

1. Excellence in Advising

- What distinguishes this advisor's practice as a model of excellence on campus? How does the nominee help students become independent learners and self-reliant problem-solvers?
- How do they support diverse and/or at-risk student populations with empathy, inclusivity, and effectiveness?

2. Student-Centered Impact

- What measurable impact has the nominee had on student retention, progression, or satisfaction?
- How do they contribute to student development and success beyond routine advising? How does the nominee use innovative approaches to manage caseloads and/or specific populations?

3. Leadership and Innovation

- How has the nominee demonstrated leadership in advising initiatives, committees, or campus programs?
- Have they introduced new approaches, tools, or strategies that improved advising or student outcomes?

4. Collaboration and Campus Engagement

- In what ways does the nominee partner across departments or colleges to advance student success?
- How do they contribute to the broader culture of advising excellence?

5. Professional Growth and Scholarship

- How does the nominee engage in ongoing professional development?
- How do they contribute to the scholarship of advising (e.g., presentations, research, publications) and mentor/train new advisors?

Tips for Strong Nominations

- Use specific examples rather than general statements.
- Describe measurable impact (student outcomes, new programs, improved processes, etc.).
- Incorporate quotes or feedback from students, peers, or supervisors when possible.
- Maintain a professional, appreciative tone consistent with the spirit of recognition.
- Proofread carefully to ensure clarity, accuracy, and professionalism.

Please consider the criteria in the Evaluation Rubric when crafting your nomination letter:

Criteria	Description	Points
Excellence in Advising	Demonstrates sustained excellence and expertise in advising	0–5
Student-Centered Impact	Provides evidence of measurable impact on student outcomes	0–5
Leadership and Innovation	Highlights leadership roles, creative problem-solving, or new initiatives	0–5
Collaboration and Engagement	Shows campus-wide engagement and teamwork that enhances advising	0–5
Professional Growth and Scholarship	Demonstrates commitment to ongoing development and professional contribution	0–5
Total Possible		25

Outstanding Academic Advisor Advocate Award

Eligibility

For individuals, not employed as an academic advisor, who support and enhance the profession of academic advising, leading to improved advising practices, services to students, and student success.

Nomination Format

Nominations must be written in business letter format, no more than 500 words, addressed to the *Academic Advisor Awards Selection Committee* and submitted through the online nomination form by the stated deadline. Strong nominations should offer specific examples and a clear narrative describing how the individual advocates for and strengthens the academic advising profession and community.

Nominators should address the following categories and questions

1. Advocacy and Support

- How does the nominee actively support and champion the work of academic advisors?
- What specific actions or initiatives have they led or contributed to that enhanced advising on campus?

2. Collaboration and Partnership

- How has the nominee built strong, collaborative relationships with advising staff and campus partners?
- How do they demonstrate understanding of student and advisor needs?

3. Impact on Advising and Student Success

- In what ways has the nominee's support led to improved advising practices or student outcomes?
- What measurable or visible impact has resulted from their advocacy?

4. Leadership and Engagement

- How does the nominee engage with the advising community or campus governance to advance advising excellence?
- How do they model leadership and a commitment to student success?

5. Caring and Institutional Understanding

- How does the nominee demonstrate a caring, service-oriented approach to their work?
- How do they use their understanding of university policies and processes to help students and advisors succeed?

Tips for Strong Nominations

- Use specific examples rather than general statements.
- Describe measurable impact (student outcomes, new programs, improved processes, etc.).
- Incorporate quotes or feedback from students, peers, or supervisors when possible.
- Maintain a professional, appreciative tone consistent with the spirit of recognition.
- Proofread carefully to ensure clarity, accuracy, and professionalism.

Please consider the criteria in the Evaluation Rubric when crafting your nomination letter:

Criteria	Description	Points
Advocacy and Support	Provides strong evidence of championing the advising profession	0–5
Collaboration and Partnership	Demonstrates effective collaboration with advisors and campus units	0–5
Impact on Advising/Students	Shows tangible improvements in advising or student outcomes	0–5
Leadership and Engagement	Highlights leadership and active engagement in student success initiatives	0–5
Caring and Institutional Understanding	Reflects empathy, professionalism, and deep institutional awareness	0–5
Total Possible		25