

2024 ACADEMIC AFFAIRS AWARD
OUTSTANDING ADVISING BY FACULTY
NOMINATION FORM
(To Be Completed by Nominator)

NAME OF NOMINEE: _____

NOMINEE'S DEPARTMENT: _____

To help evaluate this faculty member for the **Outstanding Advising Award**, please provide the following:

1. Curriculum Vita
2. Advising Philosophy (maximum length **five** pages)
3. Student Recommendation Letters (maximum of **three**) – letters may be solicited by the department chair if nominees do not feel comfortable soliciting themselves
4. Letter addressing some or all of the following criteria as well as any additional information that should be considered:
 - Demonstrates easy accessibility to students, including careful attention to office hours
 - Shows a caring attitude toward students
 - Displays a thorough knowledge of the university catalog and university academic requirements
 - Works with students on career goals
 - Encourages self-development and professional growth among students
 - Follows up with students as needed when problems arise
 - Is well respected by colleagues as an academic advisor
 - Is well respected by students as an academic advisor
5. Letter of support from Department Chair

Nominator Signature

Date: _____

Department Chair Signature (Letter of Support Attached)

Date: _____

Dean Signature

Date: _____

PROCEDURES AND CRITERIA - OUTSTANDING ADVISING BY FACULTY

1. **September 2023:** Award Committees selected by Deans
*The Deans must approve any changes to the award criteria prior to the solicitation of nominees for the award.
November 2023: Nominations Open
February 9, 2024: The Nomination Form, with accompanying documentation, must be submitted to the Chair of the nominee's department
February 16, 2024: The Nomination Form, with accompanying documentation, must be submitted to the Dean of the nominee's college
February 23, 2024: The Nomination Form, with accompanying documentation, must be submitted to the Office of Academic Affairs via email with PDF attachment.
(smcmillan@una.edu)
April 22, 2024: Awards Gala
2. Self-nominations are encouraged. Nominations may also be received by students, faculty members, administrators and/or alumni. All UNA full-time faculty are eligible for the award.
3. The award recipient will be selected for excellence in advising, according to criteria stated on the nomination form.
4. The recipient will receive:
 - A. There will be an acrylic award given to each recipient
 - B. The recipient of the award will receive a \$750 faculty development grant
 - C. The recipient will be featured in *Profiles in Excellence*
5. The award will be presented to the recipient by the Provost and Vice President for Academic Affairs at the University Awards Gala (April 22, 2024).
6. No faculty member may receive the **Outstanding Advising Award** more than once in a 10-year period.
Former Recipients Outstanding Advising:

Martha Rock (ACONHP) – 2014	Alejandra Alvarado-Brizuela (CASE) – 2019
Carolyn Barske (CASE) – 2015	Michelle L. Nelson (ACONHP) – 2020
Amber Paulk (CASE) – 2016	Stephanie Clark (ACONHP) – 2021
Jana Beaver (COBT) – 2017	Dr. Leshan Kimbrough (CASE) – 2022
Robert Young (COEHS) – 2018	Dr. Ashley Johnson (CASE) -2023