

**2026 ACADEMIC AFFAIRS AWARD**  
**OUTSTANDING ADVISING BY STAFF**  
**NOMINATION FORM**  
*(To Be Completed by Nominator)*

NAME OF NOMINEE: \_\_\_\_\_

NOMINEE'S DEPARTMENT: \_\_\_\_\_

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

1. 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
  - ☐ 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

*Note: Evaluation of criteria will privilege accomplishments achieved since applicant's appointment at UNA.*

\_\_\_\_\_  
Nominator Signature

\_\_\_\_\_  
Date:

## PROCEDURES AND CRITERIA –

### OUTSTANDING ADVISING BY FACULTY

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1. **October 2025:** 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 2025:** Nominations Open  
**February 6, 2026:** The Nomination Form, with accompanying documentation, must be submitted to the Chair of the nominee's department  
**February 13, 2026:** The Nomination Form, with accompanying documentation, must be submitted to the Dean of the nominee's college  
**February 20, 2026:** The Nomination Form, with accompanying documentation, must be submitted to the Office of Academic Affairs via email with PDF attachment. ([sseals@una.edu](mailto:sseals@una.edu))  
**April 27, 2026:** 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. Nominees must be currently employees in an academic advising role with a minimum of two years in an advising role at UNA to be considered.
5. The recipient will receive:
  - A. There will be an acrylic award given to each recipient
  - B. The recipient will be featured in *Profiles in Excellence*
6. The award will be presented to the recipient by the Provost and Vice President for Academic Affairs at the University Awards Gala (April 27, 2026).
7. No faculty member may receive the **Outstanding Advising by Staff Award** more than once in a 10-year period.

#### **Former Recipients Outstanding Advising:**

2023 – Lillian Akin  
2024 - Erin Wittscheck  
2025 – Laura Beasley