(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

Date: _______________________
Nominator Signature

Date: _______________________
Department Chair Signature (letter of support attached)

Date: _______________________
Dean Signature
1. The Nomination Form must be submitted to the chair of the nominee’s department by 
**Monday, November 11th** to the dean of the nominee’s college by the **Monday, February 10th**, and to the Office of Academic Affairs by the **Friday, February 28th**. 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.**

2. The Outstanding Advising Award Selection Committee will be made up of the three previous recipients, a staff member from the University Success Center, a faculty member from the College of Business, the Anderson College of Nursing, the College of Education and Human Sciences, and the College of Arts and Sciences, a faculty member from Educational Technology/Library Sciences (to be rotated annually between the two divisions), and one student representative. The student representatives will rotate among the colleges in the following order: Arts & Sciences, Business, Education and Human Sciences, and Nursing. The Executive Assistant (Melissa Clark) in the Office of Academic Affairs will convene the committee in the fall semester to select a chair and to solicit nominees. The deans and the Vice President for Academic Affairs will select faculty and students to serve on the committee and must approve any changes to the award criteria prior to the solicitation of nominees for the award.

3. The award will be made for excellence in advising, according to criteria stated on this nomination form.

4. The type of award.
   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 the *Profiles in Excellence* publication

5. The award will be presented by the Vice President for Academic Affairs and Provost at the University Awards Gala.

6. No faculty member may receive the Outstanding Advising Award more than once in a 10-year period.
Former Recipients are:
Martha Rock (ACONHP) – 2014
Carolyn Barske (COAS) – 2015
Amber Paulk (COAS) – 2016
Jana Beaver (COB) – 2017
Robert Young (COEHS) - 2018
Alejandra Alvarado-Brizuela (COAS) – 2019