2023 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 

________________________________________________________________________
Department Chair Signature (Letter of Support Attached) 

________________________________________________________________________
Dean Signature 


Date: _________________

Date: _________________

Date: _________________

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1. **September 2022:** 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 2022:** Nominations Open

   **February 6, 2023:** The Nomination Form, with accompanying documentation, must be submitted to the Chair of the nominee’s department

   **February 17, 2023:** The Nomination Form, with accompanying documentation, must be submitted to the Dean of the nominee’s college

   **February 22, 2023:** The Nomination Form, with accompanying documentation, must be submitted to the Office of Academic Affairs via email with PDF attachment.

   [smcmillan@una.edu](mailto:smcmillan@una.edu)

   **April 24, 2023:** 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 Executive Vice President for Academic Affairs at the University Awards Gala (April 24, 2023).

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
   - Carolyn Barske (CASE) – 2015
   - Amber Paulk (CASE) – 2016
   - Jana Beaver (COBT) – 2017
   - Robert Young (COEHS) - 2018
   - Alejandra Alvarado-Brizuela (CASE) – 2019
   - Michelle L. Nelson (ACONHP) – 2020
   - Stephanie Clark (ACONHP) – 2021
   - Leshan Kimbrough (CASE) - 2022
ACADEMIC AFFAIRS AWARDS

☆ Jim Couch Award for Outstanding Research – Faculty
☆ Outstanding Scholarship – Graduate Student
☆ Outstanding Service – Faculty & Graduate Student
☆ Lawrence J. Nelson Award for Outstanding Teaching – Faculty
☆ Outstanding Teaching Assistant – Graduate Student
☆ Outstanding Advising – Faculty

ACADEMIC AFFAIRS AWARD COMMITTEE SELECTION:

The Academic Affairs Award Committee members are chosen by the college Deans in the Fall semester and approved by the College of Academic Dean Committee during their September meeting. The AA Award committees are made up of the following:

- Three previous faculty recipients
- A staff member from the University Success Center (Advising Award only)
- A faculty member from the College of Arts, Sciences, and Engineering;
- A faculty member from the College of Business and Technology;
- A faculty member from the College of Education and Human Sciences;
- A faculty member from the Anderson College of Nursing and Health Professions;
- A faculty or professional staff member from Educational Technology/Library Sciences (to be rotated annually between the two divisions);
- One student representative (also rotated).

The student representatives from each college will rotate in the following order: Arts, Sciences, and Engineering; Business and Technology; Education and Human Sciences; and Nursing and Health Professions.

COMMITTEE RESPONSIBILITIES:

The Committee will convene in the Fall semester (Sept or Oct) to review responsibilities, timeline/deadlines, select a committee chairperson, review/discuss the nomination criteria and schedule subsequent meetings for nomination packet reviews and voting in February.

When the chairperson is selected, please notify Sheryl McMillan in the Office of Academic Affairs. smcmillan@una.edu

The Committee will be assigned to a Canvas course which will provide a collaborative environment to house announcements, files and the nomination packets once they are collected in the Provost office.
CHAIRPERSON RESPONSIBILITIES:
The Chairperson will be responsible for coordinating the meeting(s) in the Spring to review the nomination packets and manage a vote collection.

The Chairperson will notify the Office of Academic Affairs (smcmillan@una.edu) of the committee’s results, by the noted deadline – March 06, 2023.

The Chairperson will notify the winner and nominees via email – see below for sample dialogue:

**Selected as “winner”:**

Good afternoon ….

On behalf of the Academic Affairs Award for XXXXX Committee, I am pleased to let you know that you have been selected for the Academic Affairs Award for XXX.

Please provide a 150-200 word bio to Ms. Sheryl McMillan (smcmillan@una.edu) by March 27, 2023.

You will be receiving an invitation to the Awards Gala taking place on April XXth, 2023, where your award will be presented by the Provost and Executive Vice President for Academic Affairs.

Congratulations on this well-deserved recognition,

**Regrets:**

Good afternoon,

On behalf of the “Committee Name”, I am writing to thank you for your submissions for the “Award Name”. Unfortunately, you were not selected as this year’s winner. We appreciate your contributions at UNA.

Thank You So Much,

“Chair Name”

Your time and commitment is greatly appreciated!