

# Faculty Undergraduate Advisor of the Year

## Description:

The Faculty Undergraduate Advisor of the Year Award is given each year to recognize and emphasize excellence in academic undergraduate advising. Other teaching and scholarly activities may be considered in the selection process, but the main emphasis will be on excellence in academic advising as judged by faculty and students.

## Criteria:

1. The nominee should be serving in a full-time faculty position. Staff members who work as full-time advisors should not be nominated.
2. Availability to advisees.
3. Frequency of contact with advisees.
4. Monitoring of student progress toward academic and career goals.
5. Mastery of institutional regulations, policies, and procedures.
6. Number of students assigned for advising purposes.
7. Evidence of involvement in student clubs, organizations, or leadership development. Advising excellence may include program development for the sake of improved advising.

## Nomination Materials:

A letter of nomination from the department head or designated writer which directly addresses the criteria listed above as described in Part 1 below.

## Due Date:

Nominations are due to the Humanities and Social Sciences Dean's Office by noon on Friday, November 6, 2015. Portfolios are due from the three finalists only by Friday, December 4, 2015 (see below). The portfolio must reflect the required nomination materials for the Robins Awards. The nominee is responsible for a strong portfolio.

Part 1: A letter of support from the department head or designee, consisting of no more than two single-spaced pages, one inch margins, 12-point TR font.

Part 2: A current C.V. and/or résumé, as appropriate, from the nominee.

Part 3: Supporting material: Additional letters of support (not to exceed ten pages)

## Recognition:

Recognized at the College Awards Ceremony. The winner will be the College nominee for the University Undergraduate Advisor of the Year Award (Robins Award).