

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