

2017 President's Award for Academic Advising

Eligibility

1. Eligible employees at Texas A&M University and its branch campuses are those whose primary function includes substantial time spent in advising on matters concerning academic choices and academic issues with undergraduate students and graduate students. The individuals must have served in an academic advising capacity for a minimum of two consecutive years at Texas A&M University, Texas A&M University at Galveston, or Texas A&M University at Qatar prior to nomination
2. Previous winners of this award are *not* eligible for repeat nomination for a period of five years following the previous award

Criteria

The nominations will be evaluated based on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor. Those items may include, but are not limited to:

- Strong interpersonal skills and builder of strong relationships with advisees
- Availability to advisees, faculty, and staff
- Frequency of contact with advisees
- Appropriate referral activity
- Use and dissemination of appropriate academic information
- Caring, helpful attitude
- Builder of strong relationships with advisees
- Positive impact of academic advising interactions on student's success
- Monitoring of student progress toward academic and career goals
- Mastery of institutional regulations, policies, and procedures
- Use of innovative strategies for delivery of academic advising.

Nomination Guidelines

Nomination packets must contain adequate factual, descriptive material which demonstrates that the individual nominated meets the award criteria. Packets must adhere to the following guidelines:

1. A completed nomination form
2. A ONE PAGE letter of nomination written by the person making the nomination
3. Two (2) ONE PAGE letters of support which address the qualifications of the person being nominated
4. At least one of the letters must be from a current or former student

5. Letters of nomination or support should be typed in 12 fonts or larger and may NOT exceed the maximum ONE PAGE length. Nominations that include letters that exceed the ONE PAGE limit will NOT be accepted nor considered for the award
6. Resume or curriculum vitae of nominee
7. If an individual receives more than one nomination, only the first received will be considered
8. Individuals must be employed in academic advising roles at the time of nomination

Selection Committee

The Selection Committee shall be comprised of individuals as follows:

1. Three students:
 - A representative selected by the Senior Class Council
 - A representative selected by the Junior Class Council
 - A representative selected by the Sophomore Class Council
2. The President-elect of the University Advisors and Counselors' Executive Board
3. A representative appointed by the Associate Provost for Undergraduate Studies
4. The Executive Director for Special Student Initiatives/Student Ombudsperson, who will serve as an ex officio, non-voting member and chair of the committee.

Request for Nominations

Nominations will be requested by multiple means to generate a strong group of nominees. Nominations may be submitted by current or former students, faculty, staff, or administrators and must be submitted on or before Friday, April 7, 2017. Early submissions of nomination packets are encouraged to allow adequate time and ensure that the packets meet the guidelines. All materials must be received by this deadline and submitted to:

Amanda R. Booth
Office of the Associate Provost for Undergraduate Studies
10th Floor Rudder Tower
1125 TAMU
College Station, TX 77843-1125

Submit your nomination online [here](#).