

# FLORIDA GULF COAST UNIVERSITY

## FGCU Excellence in Advising Award 2013-14

### Advising Excellence Award

*The Excellence in Advising Award is given to recognize and emphasize excellence in the ability to engage in, promote and support professional advising.*

*FGCU recognizes that advising is a teaching opportunity beyond the course selection that may include career exploration, decision making skills, values clarification, critical thinking, utilizing campus resources, taking personal responsibility, and understanding processes and the value of a college education.*

### Eligibility

- This award is for individuals classified as Academic Advisor I, Academic Advisor II, and Academic Advisor III whose primary responsibility is professional academic advising.
- Individuals classified as Academic Advisor I, Academic Advisor II, and Academic Advisor III who report at least 75% of designated effort for academic advising in the Faculty Activity Report or whose job description requires 75% academic advising will be considered to have professional academic advising as their primary responsibility.
- To be eligible, individuals classified as Academic Advisor I, Academic Advisor II, and Academic Advisor III must have been employed by the University for a minimum of one full academic year prior to the end of the deadline for nomination.

### Award

- Each award recipient receives a cash award.
- Each award recipient receives a designated reserved parking space.
- Each recipient receives a medallion on a green ribbon signifying excellence in advising. The Medallion may be worn at commencement and other academic events.
- Each award recipient receives an excellence certificate.
- Award recipient's names are engraved on a general Excellence in Advising Award plaque that is placed in the Provost's office. This plaque includes the names of all prior award recipients.

### Nomination Process

Excellence in Advising Award criteria are announced by the Provost's office at the beginning of the academic year. The Provost's office issues an official call for nominations by November 5th and a final notification by January 8th. Nominations are submitted to the Provost's office by February 8th. Nominations must come from individuals with direct knowledge of the nominee's qualifications in advising. No self-nominations are accepted. Previous advising award winners are not eligible to receive an advising award in the same category for a period of five years.

The one-page nomination letter must include:

- How the nominator knows the nominee (relationship between the nominator and nominee).
- How long the nominator has known the nominee.
- How the nominee meets the award criteria.

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### Documentation

Candidates for the advising award prepare a portfolio. The portfolios are submitted to the Provost's office by March 8th. All portfolio materials must be submitted in a uniform 1-inch notebook that is provided by the Provost's Office. All documentation needs to be single spaced for consistency. Portfolio materials should be labeled and organized as follows:

- Table of Contents
- Letter of nomination (copy provided by the Provost's Office)
- A bulleted list of pertinent activities related to advising (single spaced, 2 pages maximum)
- Reflection of professional growth & development over time in area of advising (single spaced, 5 pages maximum)
- Four letters of support:
  - Two letters must be from students regarding advising style and effectiveness.
  - Two letters must be from colleagues (peers, faculty, administrators) describing perceptions of nominee's skills in advising and/or advising administration.
  - Letters should identify the time period the person writing the letter has known/worked with the nominee.
  - The date written and the signature of the supporter must be included in the letter.

Candidates must also submit their portfolio including all the aforementioned materials in digital format. Materials should be scanned into a pdf file and submitted with the portfolio via Canvas. Candidates are asked to scan or combine all scanned materials into a single PDF and submit as such. Items that cannot be scanned into a file, e.g. books, videos, works of art etc. can be submitted in the traditional format and should be mentioned in the digital portfolio.

### Selection Committee

The Excellence in Advising Award Selection Committee convenes in January. Once convened by the Provost's Office, the committee will elect a chair from committee membership. The chair of the selection committee does not vote unless there is a tie. A nominee for the Excellence in Advising award is not eligible to serve on the Excellence in Advising Award Selection Committee.

Members of the selection committee include:

- Representative from the Provost's Office, non-voting
- One University wide representative from a Non-Advising office, for example Center for Academic Achievement, Office of Admissions, Office of the Registrar, Testing Center
- One recipient of excellence in advising award
- Representative from Student Government

At the end of each award cycle, the award selection committee should review the nomination, documentation, and award selection process and, if appropriate, present recommendations in writing (with associated recommended revisions to guidelines) to the president of the Faculty Senate, the provost, and the chair of any Faculty Senate ad hoc committee charged with reviewing award processes.

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### Award Evaluation Criteria

The rubric for evaluation is on a 4-point scale ranging from 0-3, where 0 is not evident or NA, 1 is partially evident (marginal), 2 is evident (acceptable) and 3 is fully evident (exemplary). Evidence of the following criteria is evaluated:

- Strong interpersonal skills
- Availability to advisees, faculty, or staff in a variety of settings
- Use and dissemination of appropriate information sources
- Communicate ideas and information to promote student success
- Caring, helpful attitude toward advisees, faculty, and staff
- Proactive monitoring of student progress toward academic and career goals, facilitating strong relationships with advisees
- Comprehensive understanding of institutional regulations, policies, and procedures
- Ability to engage in, promote, and support holistic advising
- Participation and support of advisor development programs
- Perception by colleagues of nominee's skills in advising and/or advising administration

The Selection Committee reserves the right not to give out an Excellence in Advising Award if nominees fail to satisfy minimal eligibility requirements. The Selection Committee has the right to extend the application period if needed.

### Award Announcements

All awards are announced at the **Celebration of Excellence ceremony** and are kept confidential until that time.

### Key Dates (if a date falls on a weekend, the due date will be the subsequent Monday):

November 4	Provost's office sends out first official call for nominations to faculty, staff, and students
December 16	Provost convenes the Service Excellence Award Selection Committee
January 6	Provost's office sends out final call/reminder for nominations
January 13	Deadline for Teaching Excellence nominations
February 7	Deadline for all other nominations
March 14	Deadline for portfolios
April 25	Celebration of Excellence Awards