

University of Central Florida
UCF PROGRAM ANNOUNCEMENT
Award for Excellence in Professional Academic Advising

Applications due to the college deans: January 11, 2017

Selections due from the college committees, regional campuses, institutes and centers, and Student Development and Enrollment Services to DeLaine Priest, Associate Vice President, MH 282: no later than 5:00 p.m. February 1, 2017.

Names of Selected Awardees due to the Office of Faculty Excellence: no later than 5:00 p.m. February 17, 2017

Program Overview

UCF sponsors the University Award for Excellence in Professional Academic Advising to recognize the outstanding efforts that UCF's professional advisors play in retaining students, providing accurate and timely information to students, creating a caring and supportive environment, and helping students realize their potential. There is one (1) university award available for Excellence in Professional Academic Advising. Colleges, regional campuses, institutes, centers, and the Division of Student Development and Enrollment Services may each nominate up to three professional advisors for this award.

Funding

The amount of the University Award for Excellence in Professional Academic Advising is \$2,000. Award amounts are treated as income and are subject to normal withholding tax.

Eligibility

- Candidates may be nominated by their department directors, supervisors, peers, or faculty members.
- The intent of the award is to recognize the importance of the efforts and service of those individuals employed in a position for two consecutive years (academic years 2014-15 and 2015-16) that is specifically designated to provide direct academic advising to undergraduate students.
- Nominees must have a full-time assignment and three years of experience at UCF in an academic advising unit within a college, regional campus, institute, center, or the Division of Student Development and Enrollment Services.
- There must be at least three full years elapsed since the receipt of a previous UCF Award for Excellence in Professional Academic Advising (academic years 2013-14, 2014-15, and 2015-16).
- Administrators of academic advising programs and college advising divisions are eligible for this award if they also have academic advising responsibilities.
- Faculty members with regular teaching assignments are eligible for a faculty advising award and are **not** eligible for the Professional Academic Advising Award.

Application and Supporting Documentation

Excellence in advising can be defined and documented in various ways. Therefore, each application must be accompanied by documentation and materials highlighting and supporting the nominee's advising accomplishments. Nominees may undertake primary responsibility for comparing documentation to

support their nomination.

- The awards committees will take the supporting data into account when making their determinations. Nominees are required to submit the following information to support their accomplishments in academic advising at UCF. **Only materials organized in a one-inch, loose-leaf binder and organized using tabs for the important sections will be accepted.** The appropriate tab titles are **bolded** in the *Required Materials* section below. Limit documentation to the required and supporting materials requested **only**. Applications with attachments in excess of the one-inch binder will not be considered.
- Application binders are the responsibility of the individual nominees, and as such, **each nominee must verify that criteria are met prior to submission.**

Required Materials

- **nomination letter**
- **curriculum vita**
- description of **advising responsibilities** undertaken by the nominee over the past two years or since the nominee was appointed to UCF (academic years 2014-15 and 2015-16)

Supporting materials that should be included are:

- a concise narrative statement no longer than *two pages* prepared by the candidate describing the activities in advising during the academic year upon which the candidate is to be judged (since advisors have different special projects, this is where those activities and special innovations would be listed and described)
- a concise narrative statement no longer than *two pages* prepared by the candidate that describes his/her advising philosophy, goals, objectives, and vision for the future
- letter of support from immediate supervisor
- three letters of references within UCF but outside the immediate advising area of the nominee

Evaluation and Award Process

The dean of each college, regional campus, and institute and center directors, and the vice president for the Division of Student Development and Enrollment Services will submit nominations and supporting documentation to Ms. DeLaine Priest, MH 282, by **Wednesday, February 1, 2017**. (Note: advisors who are under consideration may not serve on the selection committee in any capacity).

A selection committee appointed by the associate vice president of Student Development and Enrollment Services made up of previous award winners and a cross-section of students, faculty members, and staff members will select one individual from those nominated to receive the University Award for Excellence in Professional Academic Advising. The committee will complete its review and forward their recommendations to Ms. DeLaine Priest, Student Development and Enrollment Services, MH 282, who will forward the name of the awardee and file to the provost. The Division of Academic Affairs will notify nominees of their selection status. The award will be presented at the Founders' Day Honors Convocation in April 2017.

Once the selection process is complete, the college and university committees will return the note- books to the appropriate dean's or director's division to be returned to faculty members or staff members.