



Office of Faculty Excellence

UNIVERSITY OF CENTRAL FLORIDA

Awards for Excellence in Undergraduate Faculty Academic Advising

Applications due to college deans: **January 11, 2017**

Selections due from the committees to the Faculty Center for Teaching and Learning: no later than 5:00 p.m. **February 1, 2017**

University committees must e-mail their selections **including an introduction and description of accomplishments for the selected awardee (50-word max)**, to Faculty Excellence at facultyexcellence@ucf.edu no later than **February 17, 2017**

Program Overview

UCF sponsors the University Excellence in Undergraduate Faculty Advising awards to recognize the outstanding efforts of UCF's faculty advisors in retaining **undergraduate** students, improving communication of information to peers and students, and helping undergraduate students realize their potential. Up to two (2) University Excellence in Undergraduate Faculty Advising awards may be awarded each academic year. Each academic college may submit materials for up to two candidates for consideration.

Funding

Each of the two (2) winners of the University Excellence in Undergraduate Faculty Advising Awards will receive a one-time payment of \$2,000. Award amounts are treated as income and are subject to normal withholding tax.

Faculty Eligibility

All candidates:

- must be nominated by a colleague or department chair/school director, or self-nominated
- must hold the rank of instructor, associate instructor, senior instructor, lecturer, associate lecturer, senior lecturer, assistant professor, associate professor, or professor
- must currently advise **undergraduate** students
- must have completed at least two (2) years of continuous service at the university immediately prior to the current year (academic years 2014-15 and 2015-16)
- must have been assigned to teach at least four courses (excluding independent study, guided research, thesis, dissertation, or other one-on-one instruction) in the current year and in each of the two prior academic years (2014-15 and 2015-16)

- must not have received a UCF college or university Excellence in Undergraduate Faculty Academic Advising award in the past three years (academic years 2013-14, 2014-15, and 2015-16)

Application and Supporting Documentation

Nominees will assume primary responsibility for preparing documentation to support their nomination. Each application must be accompanied by documentation and materials supporting the nominee's advising accomplishments. **Only materials placed in a one-inch, loose-leaf binder and organized using tabs for the major sections will be accepted.** The appropriate tab titles are **bolded** in the *Required Materials* section below. Applications with attachments in excess of the one-inch binder will not be considered.

Required Materials

- **table of contents**
- **nomination letter**
- **curriculum vita**
- statement of **philosophy** toward student advising (one paragraph)
- student, peer, and administrative **evaluations** of advising activities (if comments are included from teaching evaluations, all comments must be provided along with a typed summary, by year, rather than the actual evaluation sheets)
- evidence of **leadership** in developing new and innovative advising methods

Optional Materials

- documentation of awards, honors, etc., received in recognition of excellence in advising in the past three years or since the nominee was appointed to UCF
- evidence of extra effort to improve advising (may include the development of advising materials, handbooks, checksheets, or student handouts or brochures)
- evidence of excellence in advising over a sustained period
- evidence of excellent interpersonal skills (candidates must be good communicators, good listeners, and adept at establishing helping relationships)
- well-kept, accurate records for advisees (showing attention to detail and strong follow-up skills)
- evidence that students* have been well-informed about university resources and procedures, e.g., library, tutoring services, advising, counseling, and study skills centers; departmental and university requirements; drop or add procedures; withdrawals; leaves of absence; transfer credits; incomplete grades; etc.
- evidence that students* have been sensitively and appropriately informed and guided concerning career choices and academic opportunities
- evidence that the nominee serves as a role model in the pursuit of learning*
- description of advising activities and responsibilities (a summary of the advising responsibilities that have been assigned to the nominee as part of their teaching and the

number of students advised over the past three years, or since the nominee was appointed to UCF)

- recent publications or presentations that relate to college advising methods or tools

*Supporting materials from students must be limited to students no longer at UCF and must have been written in the past three years. Letters must NOT be solicited from current students.

Evaluation and Award Process

The dean of each college will charge a faculty committee with evaluating the documentation and nominating candidates for the University Excellence in Undergraduate Faculty Advising awards. If in the judgment of the faculty committee no award or nomination is merited, none need be made. Nominations and supporting documentation for the University Excellence in Undergraduate Faculty Advising Awards must reach the college committees by **Wednesday, January 11, 2017**. The documentation must meet the size specifications and criteria to be considered. (Note: Faculty members who are under consideration may not serve in any capacity on the selection committee.)

The faculty committee will select its college's nominees by **Wednesday, February 1, 2017**. All nominees will be notified of their selection status by their colleges and a list of the awardees and their files will be forwarded to **Dr. Melody Bowdon, Executive Director of the Karen L. Smith Faculty Center for Teaching and Learning, CL1, Room 207**. The university's Undergraduate Teaching and Advising Awards Committee will select two individuals from among these college candidates to receive the University Excellence in Undergraduate Faculty Advising Awards. All awards will be presented at the Founders' Day Honors Convocation in April 2017.

Once the selection process is complete, the college and university committees will deliver the notebooks to the appropriate office to be returned to faculty nominees.