



**Excellence in Professional Academic Advising Award  
In-Unit Employees**

**Schedule**

<b>Applications due to college deans</b>	<b>January 7, 2019</b>
<b>College committees</b> submit their selections for the Professional Academic Advising Award to Student Development and Enrollment Services.	<b>January 29, 2019 - 5:00 p.m.</b>
<b>University committee</b> must e-mail its selections, <b>including an introduction and description of accomplishments for the selected awardees (50 word max)</b> , to Faculty Excellence at <a href="mailto:facultyexcellence@ucf.edu">facultyexcellence@ucf.edu</a>	<b>February 14, 2019</b>

**Program Overview**

UCF sponsors the Excellence in Professional Academic Advising Award 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 recipient of the Excellence in Professional Academic Advising Award shall receive a one-time payment of \$2,000. Award amounts are treated as income and are subject to normal withholding tax.

## Eligibility

Each candidate:

- Must be a full-time employee with at least three years of continuous non-visiting, non-OPS service at UCF immediately prior to the current year.
- Must have a current full-time assignment and full-time experience for the preceding three years at UCF in an academic advising unit within a college, regional campus, institute, center or the Division of Student Development and Enrollment Services. Employees with regular teaching assignments are eligible for other advising awards and are not eligible for the Professional Academic Advising Award.
- Must not have received an Excellence in Professional Academic Advising Award in the past three years.

## Criteria

The criteria for evaluating applicants' files shall include three major categories:

1. Evidence of success in retaining students;
2. Evidence of guiding students to timely completion of their degrees;
3. Creating a caring and supportive environment, and helping students realize their potential.

## 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 vitae**
- Description of **advising responsibilities** undertaken by the nominee over the past two years or since the nominee was appointed to UCF (academic years 2016-17 and 2017-18)

## 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 reference 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 Dr. DeLaine Priest, Student Development and Enrollment Services, MH 282. (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 and 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 Excellence in Professional Academic Advising Award. The committee will complete its review and forward its recommendations to Dr. DeLaine Priest, Student Development and Enrollment Services, MH 282, who will forward the name of the awardee and file to Faculty Excellence.

The award will be presented at the Founders' Day Honors Convocation in April 2019.

**Once the selection process is complete, the selection committee will return the applications to the appropriate dean's or director's division to be returned to faculty members or staff members.**