



Excellence in Faculty Academic Advising Award In-Unit Faculty

Schedule

Applications due to college deans	January 7, 2019
College committees submit their selections for the Faculty Academic Advising Award to the Faculty Center for Teaching and Learning.	January 29, 2019 - 5:00 p.m.
University committee must e-mail its selections, including an introduction and description of accomplishments for the selected awardees (50 word max) , to Faculty Excellence at facultyexcellence@ucf.edu	February 14, 2019

Program Overview

UCF sponsors the Excellence in Faculty Academic 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-level Excellence in Faculty Academic Advising awards may be given each academic year. Each academic college may submit materials for up to two candidates for consideration.

Funding

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

Faculty 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 currently advise and have advised undergraduate students over the preceding three academic years.
- Must not have received an Excellence in Faculty Academic Advising Award in the past three years.

Criteria

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

1. Evidence of extra effort to improve advising;
2. Evidence that students have been sensitively and appropriately informed and guided concerning career choices and academic opportunities;
3. Evidence that the nominee serves as a role model in the pursuit of learning.

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 vitae**
- 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, check sheets, 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 Excellence in Faculty Academic Advising awards. If in the judgment of the faculty committee no award or nomination is merited, none need be made. 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.)

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. Ann Miller, Interim 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 Excellence in Faculty Academic Advising Awards.

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

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