Excellence in Faculty Academic Advising Award
In-Unit Employees

Schedule

<table>
<thead>
<tr>
<th>Applications due to college deans</th>
<th>January 6, 2020</th>
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<tr>
<td>Colleges to send applicants’ names to Faculty Excellence to confirm eligibility</td>
<td>January 7, 2020</td>
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<tr>
<td>College committees submit their selections for the Excellence in Faculty Academic Advising award to the Faculty Center for Teaching and Learning</td>
<td>January 24, 2020 - 5:00 p.m.</td>
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<tr>
<td>The Director of the Karen L. Smith Faculty Center for Teaching and Learning shall e-mail the name of the selected awardee, including an introduction and description of accomplishments (50 words max), to Faculty Excellence at <a href="mailto:facultyexcellence@ucf.edu">facultyexcellence@ucf.edu</a></td>
<td>February 13, 2020</td>
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Program Overview

UCF sponsors the Excellence in Faculty Academic Advising award 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. One (1) award for Excellence in Faculty Academic Advising may be given each academic year. Each college may submit materials for up to two (2) candidates for consideration.

Funding

The recipient of the Excellence in Faculty 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 in the appropriate discipline 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 academic 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. 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

The following sections are required to be present in the binder, in the order listed here:

- 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

These items may be placed in the binder after the required items, at the discretion of the applicant. If an item is included, it should be found in its own section, in the order listed here. However, for these optional materials, no section is needed if an item is not included.

- Documentation of awards, honors, etc., received in recognition of excellence in advising in the previous 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 previous 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 previous three years. Letters must not be solicited from current students.

Evaluation and Award Process

The dean of each college will charge a faculty committee to evaluate the documentation and nominate two (2) candidates for the Excellence in Faculty Academic Advising award. The documentation must meet the size specifications and criteria to be considered. Note: faculty members who are under consideration may not serve on the selection committee, in any capacity. If, in the judgment of the faculty committee, no award or nominee is merited, none need be made.

All applicants will be notified of their selection status by their colleges and a list of the candidates and their files will be forwarded to the Director of the Karen L. Smith Faculty Center for Teaching and Learning at fctl@ucf.edu or deliver a USB flash drive with the college nominees to CL1, Room 207. The University Committee will select one individual from among these college candidates to receive the Excellence in Faculty Academic Advising award.

The Director of the Karen L. Smith Faculty Center for Teaching and Learning shall forward the name of the awardee, application, and an introduction and description of their accomplishments (50 words max), to Faculty Excellence at facultyexcellence@ucf.edu.

The Director of the Karen L. Smith Faculty Center for Teaching and Learning shall inform all nominees of their selection status for the Excellence in Faculty Academic Advising award.

The award will be presented at the Founders’ Day Honors Convocation in April 2020.

Once the selection process is complete, the applications will be returned to the appropriate college deans, where they will hold the applications for 30 days and then be distributed to the employees.