Excellence in Professional Academic Advising Award
In-Unit Employees

Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Applications due to college deans</td>
<td>January 6, 2020</td>
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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 Professional Academic Advising award to Student Development and Enrollment Services</td>
<td>January 24, 2020 - 5:00 p.m.</td>
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<td>The Associate Vice President of Student Development and Enrollment Services 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 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. One (1) award for Excellence in Professional Academic Advising is available. Colleges, regional campuses, institutes, centers, and the Division of Student Development and Enrollment Services may each nominate up to two (2) 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 In-unit 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 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 academic 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. 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 organized 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
• Description of advising responsibilities undertaken by the applicant over the previous three years (academic years 2016-17, 2017-18, and 2018-19).

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 over the previous three years (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 their 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 will submit two (2) nominees and their supporting documentation to Dr. DeLaine Priest, Associate Vice President of Student Development and Enrollment Services, Millican Hall, Room 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. If in the judgment of the committee no nomination is merited, none need be made.

The committee will complete its review and forward its recommendations to Dr. DeLaine Priest, Associate Vice President of Student Development and Enrollment Services, who will 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 Associate Vice President of Student Development and Enrollment Services shall inform all nominees of their selection status for the Excellence in Professional 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.