OUTSTANDING FACULTY ADVISOR AWARD

Definition:
The Outstanding Faculty Advisor Award is given annually to that faculty academic advisor who best demonstrates both the information and relational (interpersonal, professional) aspects of quality academic advising.

Criteria:
An outstanding faculty academic advisor:
- is accessible;
- is knowledgeable about institutional policies, procedures, and requirements;
- is able to convey information to students in the context of the goals of the department and the institution;
- establishes relationships with advisees based on trust and respect;
- assists students in assessing abilities, interests, and limitations;
- assists students in developing realistic educational plans;
- encourages and helps students perform to the best of their abilities;
- encourages and helps students become self-directed; and,
- carries regular teaching assignment in the department at least half-time.

Nomination Requirements:

Step I  Nomination materials should only include the following:
- This completed cover sheet
- One letter of nomination addressing the way in which the advisor has met the above review criteria in an outstanding way. Please limit to two single-spaced typed pages.
- A current vita

Step II  Upon the request of the committee:
- A total of no more than five letters of support with each letter endorsed by only one individual. With the exception of university administrators, individuals may write a support letter for only one nominee in a given category (please limit letters of support to (2) pages):
  - The department chair and/or the primary departmental advisor
  - The appropriate advising resource center coordinator
  - Ball State colleagues knowledgeable about the advisor’s accomplishments
  - Letters from student advisees (no limit)

Name of Nominee:

School/Department/Office:

Nominator:  

Signature

Nomination approved by department chair:  

Signature

Nomination approved by dean:  

Signature  Date