## 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:

- A. This completed sheet
- B. 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.
- C. A current vita

**Step II** upon the request of the committee:

- D. A total of no more than five letters of support:
  - the department chair and/or the primary departmental advisor
  - the appropriate advising resource center coordinator
  - Ball State colleagues knowledgeable about the advisor's accomplishments
- E. Letters from student advisees (no limit)

Name of Nominee:		
School/Department/Office:		
Nominator(s):		
Signature(s)		
Nomination approved by departs	ment chair:	
	Signature	
Nomination approved by dean:		
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