

2016-2017 PROFESSIONAL ADVISOR  
OF THE YEAR AWARDS  
GUIDELINES FOR APPLICATION

September 2016

**PURPOSE:** These awards are to encourage and reward excellence, innovation, and effectiveness in undergraduate advising.

**ELIGIBILITY:**

- 1) Nominations for the college-level undergraduate advising award may be solicited from:
  - Former students, faculty members, department chairs, and/or higher-level administrators.
  - Self-nomination is acceptable, but must be selected at the college level before being forwarded for consideration at the university level.
- 2) Individuals who received an advising award at the college or university level during the previous two years are not eligible. (Current award committee members are not eligible nor can they submit letters of support.)
- 3) The individual must be a professional advisor (not OPS appointees) who has been responsible for advising for at least the two most recent **calendar** years.

**PACKET MATERIALS:**

- 1) Nominees must submit a portfolio of material as outlined on Attachment #2.
  - a) Chair or Supervisor's letter: Should directly address how nominee's advising fulfills the criteria.
  - b) Advising Philosophy: a statement of the nominee's approach to advising and the ways in which they have met the criteria.
  - c) Documentation: Required and Optional. The documentation should, wherever possible, address the criteria.
- 2) All sections of the portfolio are to be labeled in header with candidates name and department and typed in 12 point font. The portfolio cannot exceed page limitations. Those whose portfolios exceed the page limits will not be reviewed at the University level.

**CRITERIA:**

- 1) Evidence of an approach to advising that is engaging, rigorous, creative, and innovative.
- 2) Evidence of effective communication with and responsiveness to students.
- 3) Evidence of leadership in advising (which may include campus or professional engagement, publications, web design, etc.).
- 4) Evidence of lasting impact on students and investment in their success beyond UF.

**NOMINEES' RESPONSIBILITIES:**

- Submit a portfolio of material (one PDF) as outlined on Attachment #2.
- Complete the appropriate section of the Professional Advisor of the Year Nominee Cover Page (Attachment #1)

**COLLEGE DEAN OR DESIGNEE RESPONSIBILITIES:**

- Identify a college coordinator for the nomination process; provide the name to Associate Provost's Office, Ileana McCray (mccrayi@ufl.edu). Announce the nominations for Professional Advisor Awards at college and departmental level.
- Appoint a committee to evaluate the nominees and recommend candidates equal to the number of awards allocated to the college. Provide names of committee members to Ileana McCray (mccrayi@ufl.edu). (Committee members are not eligible for the award nor can they submit support letters.)

- The committee members must include at least one previous college-level award winner and other individuals with established advising reputations.
- Students are to be selected by the relevant college student council and must make up no less than one-fourth of the membership.
- Select nominees to be forwarded to the University-wide level.
- Complete Dean/Director portion of Attachment #1.

**COLLEGE COORDINATORS' RESPONSIBILITIES:**

- Notify all nominees and provide them with a list of the materials required, and criteria listed above.
- Assist candidate in assembling the required materials and in soliciting any supporting letters from department chairs, peers, students, etc.
- Ensure that the page limits for portfolio do not exceed limits. Portfolios that exceed page limits will not be considered for the University-level awards.
- Complete the Cover Page (Attachment #1) for each awardee, (college-level and University-level). One sheet for each person who will be receiving a plaque at the Awards Reception.
- For University-level nominees ONLY, a nomination packet (one PDF of Attachment #2) must accompany the Cover Page.

**COLLEGE COMMITTEE RESPONSIBILITIES:**

- Recommend to respective Dean/Director the individuals to receive the college-level awards.
- From the college-level awardees, recommend University-wide candidates.

**DEADLINES:**

September 2016:

Associate Provost notifies Academic Deans and Directors of the Professional Advisor awards program and requests that they notify advisors on application procedures for college awards

November 2016:

Last day nominations can be received for consideration by college-level committees

December 2016:

Associate Provost appoints committees to select University-wide award recipients

January 27, 2017:

The following electronic PDF materials are due in the Office of the Associate Provost (to Ileana McCray, mccrayi@ufl.edu):  
 (A) Attachment #1 (Cover Page) for all college-level award recipients;  
 (B) Portfolios (PDF) for each nominee for a University-wide award constructed according to the sections listed in Attachment #2 along with the Cover Page.

February 2017:

Review is conducted by University-wide award selection committee.

Early March 2017:

Names of University-wide recommended award winners are submitted by Associate Provost to Provost.

ATTACHMENT #1

**PROFESSIONAL ADVISOR AWARDEE INFORMATION**  
**Cover Page**

**Due January 27, 2017 to Ileana McCray, mccrayi@ufl.edu**

Complete one sheet (without packet) for each college-level awardee.

Complete one sheet with packet for each University-wide nominee.

Please type in all information:

College: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Nominee Information:

Full Name and Title: (Dr., Ms., etc.) \_\_\_\_\_

(Please indicate name and UF credentials as they should appear on the plaque.)

Position Title: \_\_\_\_\_ UFID: \_\_\_\_\_

Phonetic Pronunciation of Name: \_\_\_\_\_

Email address of nominee: \_\_\_\_\_

Award Level: (select one)

\_\_\_\_\_ College-level award only

\_\_\_\_\_ College-level award AND University-level award nominee (packet attached).

Earning Account Code #: \_\_\_\_\_

(Earning Account Code # is the HR Account Number)

Dept. Code (Dept. ID): \_\_\_\_\_ (must include all 8 digits)

College budget office contact/email: \_\_\_\_\_

(Provost Office will advise when payments will occur or should be processed by College)

\_\_\_\_\_  
Nominee Signature

\_\_\_\_\_  
Dean's Signature

**2016-17 Professional Advisor of the Year Portfolio**  
**ATTACHMENT #2**

- If you use UF colors and/or logos in packet materials, please adhere to the most recent UF Brand Center Guidelines: <http://www.identity.ufl.edu/policies-guidelines/signature-usage/>
- You may include links to web-based materials; however, please select representative examples. Do not include links to information only accessible via password.
- Please use the section headings as listed below; do not add additional sections.
- Key your responses, as appropriate, to the stated criteria in the "Guidelines."

**PROFESSIONAL ADVISOR AWARD**

*Section	Topic	Maximum No. Pages
1.0	Cover page (Attachment 1)	1
2.0	Chair's OR Supervisor's Letter	2
3.0	Advising philosophy (include # of students advised in past 2 years)	2
4.0	Documentation - Required	n/a
4.2	Student letter(s) (NO CURRENT STUDENTS)	6
4.3	Evidence of the 4 criteria listed in the "Guidelines"	4
5.0	Documentation - Optional	n/a
5.1	Advising Awards/Honors	1
5.2	Metrics or other data demonstrating student success	1
	<b>TOTAL MAXIMUM PAGES</b>	<b>17</b>

\*Use the Section #'s listed to organize packet