

CALS Undergraduate Professional Advisor of the Year Award: 2017

Complete Nomination Packets are Due to the CALS Dean's office Thursday November, 30 2017 by 5:00 pm
Electronically submit as a PDF to wysocki@ufl.edu

ELIGIBILITY CRITERIA FOR NOMINEES:

- 1) Nominations can 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 college evaluation committee members are not eligible. CALS evaluation committee members are listed under appointed committees at: <http://cals.ufl.edu/faculty-staff/committees.php>.
- 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 **spring 2016, summer 2016, fall 2016, spring 2017, summer 2017, and fall 2017**.

PACKET MATERIAL:

1. Submit a portfolio of material as outlined in Table 1.
2. All sections of the portfolio are to be labeled in header with candidate's 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.
3. Chair's letter: Should directly address how nominee's advising fulfills the criteria stated in item 5.
4. Advising Philosophy: a statement of the nominee's approach to advising and the ways in which they have met the criteria.
5. All documentation should, wherever possible, address the following criteria:
 - A. Evidence of an approach to advising that is engaging, rigorous, creative, and innovative.
 - B. Evidence of effective communication with and responsiveness to students.
 - C. Evidence of leadership in advising (which may include campus or professional engagement, publications, web design, etc.).
 - D. Evidence of lasting impact on students and investment in their success beyond UF.
6. Excellence, innovation and quality (not quantity) should be demonstrated in the portfolio material.
7. Complete the appropriate section of the nomination cover page (sign it, etc.). File name: Cover-Page-UG-Professional-Advisor-of-the-Year-Award(2017). This is located on the CALS website <http://cals.ufl.edu/trc/teaching-awards.php>.

Table 1 Portfolio Guidelines: Professional Advisor of the Year Award

- 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/>.
- You may include links to web-based materials; however, please select representative examples. Do not include links to entire courses, or 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 under item 5 above.

*Section	Topic	Maximum No. Pages
1.0	Cover Page (Use Attachment 1.) (Be sure to complete your portion and to sign it.)	1
2.0	Chair's or Supervisor's Letter (Addresses how nominee's mentoring meets criteria.)	2
3.0	Advising Philosophy (Include number of students advised in past 2 years, and address criteria under item 5 above when possible.)	2
4.0	Documentation required for all subsections in section 4. Do not create a separate heading for section 4.0 , but start with a separate heading for section 4.2	n/a
4.2	Student Letter(s) No Current students from classes you teach in fall 2017. (Suggestion: Include at least 1 letter from a former student.)	6
4.3	Evidence of the 4 criteria (5A, 5B, 5C, 5D) listed in item 5 above	4
5.0	Documentation is optional for all subsections in section 5, but strongly encouraged if you have things to document. Do not create a separate heading for section 5.0 , but start with a separate heading for section 5.1	n/a
5.1	Advising Awards/Honors	1
5.2	Student Success (Metrics or other data demonstrating student success, addressing criteria when possible.)	1
	TOTAL MAXIMUM PAGES	17

* Use the Section #'s and topics listed to organize packet. The numbering corresponds to the UF guidelines.

Note: Emphasis will be placed on accomplishments from the current year. Feel free to use past 3 years data to show impact of current activities. Even though section 3.0 is limited to the last 2 years, UF wants to allow more flexibility to use a longer time frame to demonstrate impact.