

CALS Undergraduate Professional Adviser (Staff) of the Year Award: 2016

Complete Nomination Packets are Due to the CALS Dean's office Wednesday November, 30 2016 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 2015, summer 2015, fall 2015, spring 2016, summer 2016, and fall 2016**.

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 (sign it, etc.) of the Professional Adviser of the Year Nominee Cover Page (On CALS website <http://cals.ufl.edu/trc/teaching-awards.php>).

Table 1 Portfolio Guidelines: Professional Adviser (Staff) of the Year Award

*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 (Address criteria when possible.)	2
4.2	Student Letter(s) No Current students from classes you teach fall 2016. (Suggestion: Include at least 1 letter from a former student.)	6
4.3	Evidence of the 4 criteria (4A, 4B, 4C, 4D) listed in item 4 above.	4
5.1	Advising Awards/Honors	1
5.2	Student Success (Metrics or other data demonstrating student success.) (Address 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.