

2023-24 Professional Advisor of the Year Portfolio
GUIDELINES FOR *APPLICATION*

This document explains who is eligible for the PAOY award and **how to prepare the application materials**. Information on the roles and responsibilities of the individuals involved in the process of applying for the award and reviewing the applications is available in the "[Guidelines for Administration.](#)"

PURPOSE: These awards are to encourage and reward excellence, innovation, and effectiveness in professional undergraduate advising. "Professional advising" denotes work done by personnel specifically tasked with an advising role, rather than by instructional/professorial faculty who perform advising as part of their service effort.

ELIGIBILITY:

- 1) Nominations for the college-level undergraduate Professional Adviser awards may be solicited from former or current students, faculty members, unit heads, and/or higher-level administrators.
 - Self-nomination is acceptable at the college level.
- 2) Individuals who received a Professional Adviser 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) Nominees must be professional advisers (not OPS appointees) who have been responsible for advising for at least the two most recent ***calendar*** years.

NOMINEES' RESPONSIBILITIES:

- 1) Complete the appropriate section of the Professional Adviser of the Year Awardee Information Cover Page (available at <https://aa.ufl.edu/awards/uf-internal-awards/teacher--adviser-of-the-year/>) and include it as Page One of your portfolio
- 2) Solicit letter of support from your unit head
 - Letter should be submitted directly to College Coordinator
- 3) Solicit up to three letters of support from former or current students
 - Letters should be included in the portfolio
- 4) Submit a single PDF portfolio that includes all material outlined in the Guidelines for Application to your College Coordinator.

SPECIFICATIONS FOR LETTERS OF SUPPORT

- 1) Unit head's letter of support:
 - 1-2 pages that directly address how the nominee's advising meets the criteria enumerated in the table below
 - Submitted directly to the College Coordinator, who adds it to the portfolio
- 2) Student letters of support:
 - Up to three letters from former or current students
 - Submitted to faculty for inclusion in the portfolio

PORTFOLIO MATERIALS:

As you prepare your portfolio, be aware that:

- All sections of the portfolio should be typed in 12-point font and labeled in header with candidate's name and department.
- If you use UF colors and/or logos in packet materials, you should adhere to the most recent UF Brand Center Guidelines: <http://www.identity.ufl.edu/>.

- You may include links to publicly accessible web-based materials (e.g., no Gatorlink required for access), but please select representative examples.
- You should organize your portfolio into sections using headings listed in the table below; do not add additional sections.

Portfolios should include:

*Section	Materials	Limitations
1.0	Completed Cover page	Max 1 page
2.0	Number of students advised in past 2 years <ul style="list-style-type: none"> • Include job title and brief job description 	Max 1 page
3.0	Advising philosophy <ul style="list-style-type: none"> • A brief general statement of the values and methods that animate your advising 	Max 2 pages

Required Documentation

ALL MATERIALS SHOULD BE FROM THE PREVIOUS TWO ACADEMIC YEARS

4.1	Student letters of support	No more than 3
5.1	Demonstration of alignment with evaluation criteria. Explain and give examples of how your advising/mentoring aligns with the evaluation criteria. Provide a brief (1-2 paragraph) discussion of each item.	Max 5 pages
5.2	<ul style="list-style-type: none"> • <i>Advising that is engaging, rigorous, creative, and innovative. This includes the ability to engage in and promote advising grounded in theory, research and educational practice</i> 	
5.3	<ul style="list-style-type: none"> • <i>The ability to communicate effectively and responsively to students and to collaborate successfully with other academic support units on campus.</i> 	
5.4	<ul style="list-style-type: none"> • <i>Leadership role in advising (which may include campus or professional engagement, publications, web design, etc.) including evidence of successful initiatives, implementations, or enhancements to advising resulting from the nominee's work.</i> 	
5.5	<ul style="list-style-type: none"> • <i>A commitment to inclusive advising that demonstrates respect and engagement with and a supportive culture for diverse populations.</i> • <i>Lasting impact on students and investment in their success beyond UF.</i> 	

Optional Documentation

ALL MATERIALS SHOULD BE FROM THE PREVIOUS FOUR ACADEMIC YEARS

6.1	Advising Awards/Honors <ul style="list-style-type: none"> • List each award name and the awarding body, and give a brief description 	Max 1 page
6.2	Data demonstrating student success <ul style="list-style-type: none"> • Present official quantitative information regarding improvements in student retention, time to degree, etc. in easy-to-read form, along with a brief explanation of how and why the data was collected and your role in the project 	Max 1 page

* Use the Section numbers in the left column to organize your portfolio sections. Do not exceed page or item limits.

EVALUATION CRITERIA

The evaluation committee will review all portfolio materials for evidence of:

- 1) Advising that is engaging, rigorous, creative, and innovative. This includes the ability

to engage in and promote advising grounded in theory, research and educational practice.

- 2) The ability to communicate effectively and responsively to students and collaborate successfully with other academic support units on campus.
- 3) Leadership in advising (which may include campus or professional engagement, publications, web design, etc.) including evidence of successful initiatives, implementations, or enhancements to advising resulting from the nominee's work.
- 4) A commitment to inclusive advising that demonstrates respect and engagement with and a supportive culture for diverse populations.
- 5) Lasting impact on students and investment in their success beyond UF.

QUESTIONS REGARDING THE APPLICATION PROCESS

Address any questions regarding the application process to your College Coordinator.