



FACS Outstanding Undergraduate Academic Advisor Staff Awards

Purpose

To recognize excellence in undergraduate academic advising in the College of Family and Consumer Sciences. The recipient(s) will be recognized at the Spring College Assembly with a plaque. They will also be given an opportunity to attend a local, regional, or national advising conference.

The recipient(s) will also be nominated for the University of Georgia Outstanding Undergraduate Academic Advisor Staff Awards in the same categories below.

Award Categories

Awards will be given to one professional advisor and one new advisor

Professional Advisor – an individual whose primary role at UGA is the direct delivery of academic advising services to students and demonstrates the qualities associated with outstanding advising performance. Nominees must have been in their current role for a minimum of three (3) years.

New Advisor – an individual in the first three (3) years of delivering academic advising services to students and demonstrates qualities associated with outstanding academic advising performance.

Criteria

- Demonstrates mastery of the academic advising process
- Provides accessibility, innovation and leadership in advising/mentoring
- Exhibits a caring attitude
- Demonstrates familiarity with institutional regulations, policies and procedures
- Builds strong relationships with advisees
- Engages in student centered advising versus simple course selection
- Impacts advisees beyond graduation
- Contributes to campus-wide excellence in undergraduate advising
- Exhibits dedication to professional development initiatives

Nomination Process

- 1) The Student Success and Advising Center will send an online nomination survey to currently enrolled FACS students each fall semester by November 1. Students will have until November 15 to submit nominations.



- 2) After nominations are collected, the SSAC Outstanding Undergraduate Academic Advisor Staff Awards Committee (comprised of the Associate Dean for Academic Programs or designee; the previous year's Professional Advisor award recipient(s); and a student representative) will determine which advisor nominations made by students will move forward to submit dossiers to the college. These decisions will be made by December 15.

- 3) Shortly after December 15, nominees moving forward will be notified to prepare their dossiers to submit to the college by January 15.

Dossier Packet

The following are based on the UGA Outstanding Undergraduate Academic Advisor Staff Awards guidelines.

Dossier materials should not exceed sixteen (16) pages and are due to the Dean's office by January 15.

The advising dossier will include:

- Advising Award Dossier Cover Sheet (1 page)
- A current curriculum vitae or professional resume (2 pages)
- A letter of support from a FACS Department Head, administrator, faculty member, student, or another person addressing the award criteria
- A personal statement & advising philosophy summary (1 page)
- Additional student letters and emails of support from current or former alumni advisees
- Advising survey, exit interview, or career outcomes results

The Student Success and Advising Center will provide each advisor survey results to include in the advising dossier.

Nominations can roll over for up to 3 years. The Director of SSAC will confirm with the nominee if they want to roll over their dossier from the previous year to the current year. The Director of SSAC will email facsdean@uga.edu by the award deadline each year to confirm nomination from previous year is moving forward for consideration. Letters of support do not have to be updated yearly.

Deadline

January 15, 5:00 p.m. The final decision is made by the College Advisor Awards Committee.



Nomination Form Cover Letter

Check one of the following:

Professional Advisor _____

New Advisor _____

Complete all of the following:

Name of nominee _____

Title _____

Unit _____

Campus mailing address

Phone number _____ Email address _____

Years as an advisor _____

Average number of students advised per term _____

Academic advising is the primary responsibility _____ yes _____ no _____

Percentage of time spent on academic advising _____

Signatures:

Signature of Nominee _____ Date _____

Signature of Nominator _____ Date _____

This form, along with other dossier materials, are due January 15 by 5:00. The complete package should not exceed 16 pages.