

2017-2018 PROFESSIONAL ADVISOR OF THE YEAR AWARDS
GUIDELINES FOR APPLICATION & PORTFOLIO INSTRUCTIONS

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 (below).

2017-18 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/>

--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) – please disregard – the College will complete this for HHP winner	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
	TOTAL MAXIMUM PAGES	17

*Use the Section #'s listed to organize packet

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.