

OACADA OUTSTANDING ADVISING ADMINISTRATOR AWARD

OACADA is accepting nominations for our annual Outstanding Advising Administrator Award. The winner will receive a \$100 cash award, plaque and notification to his/her respective university/college.

WHO MAY NOMINATE: Any former/current student, colleague, supervisor/supervisee and/or any current member of OACADA.

ELIGIBLE NOMINEES: Any current practicing advising administrator at an Oklahoma Institution of Higher Education (public or private).

CRITERIA FOR SELECTION: To qualify for OACADA's Outstanding Advising Administrator Award, candidates must have consistently provided superior services to students and staff in their respective area. The purpose of this award is to recognize a university/college administrator who has demonstrated qualities beyond the basic scope of their job. The distinguished administrator should reflect perspective, initiative, and efforts that transcend the boundaries of their designated responsibilities. Specifically, OACADA's Steering Committee will look for evidence of the following:

- Mastery of University, College, and Departmental regulations, policies, and procedures
- Demonstrated concern for educational outcomes
- Effective interpersonal skills
- Availability and interest in working with others
- Mentoring to encourage academic achievement
- Willingness to intervene on behalf of others
- Evidence of institutional impact

NOMINATION FORM: Below is the required nomination form. Please do not add to the required materials.

SELECTION PROCEDURES: OACADA's Steering Committee will review nominations and supporting materials prior to our spring conference.

DEADLINE FOR 2012 NOMINATION: Friday, February 17, 2012

ANNOUNCEMENT OF WINNER: The Award recipient will be named at OACADA's annual Spring Conference to be held at the University of Central Oklahoma on March 2, 2012

Nomination Form

OACADA OUTSTANDING ADVISING ADMINISTRATOR AWARD

Information About The Nominated (Please print or type)

Nominee's Name:

University/College:

Department:

Work Address:

City:

Zip:

Phone:

Email:

Information About The Nominator (Please print or type)

To the Nominator: You may be contacted to provide additional information about your nomination. Please complete the following information. Anonymous nominations will not be accepted.

Nominator's Name:

University/College:

Department/Major:

University Status:

Student

Faculty

Staff

Work/Campus Address:

City:

Zip:

Phone:

Email:

Nominator's Statement

Please explain why you think your nominee is an outstanding administrator in 500 words or less. Selection criteria are described on the front page of this application. Attach additional sheets if necessary to complete your explanation.

NOMINATOR'S SIGNATURE:

DATE:

**Please complete and return to Dana Swanson by Friday, February 17, 2012.
All nominations must be sent by email: dswanson@ou.edu**