



**Outstanding Advising Global Awards Rubric  
Primary Role Category**

| <b>Primary Role</b><br><br><b>&gt;3 years professional advising experience</b>  | <b>Award Criteria</b>  | <b>Inadequate</b><br><br><b>0</b><br><br>Indicator: no evidence is demonstrated   | <b>Fair</b><br><br><b>1</b><br><br>Indicator: some evidence is demonstrated   | <b>Proficient</b><br><br><b>2</b><br><br>Indicator: most evidence is demonstrated; meets expectations   | <b>Outstanding</b><br><br><b>3</b><br><br>Indicator: all evidence is demonstrated; exceeds expectations  |
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| Recognizes individuals whose primary role at the institution is the direct delivery of advising services to students. | <input type="checkbox"/> Administrative Materials Complete<br><input type="checkbox"/> Nomination/Application Letter<br><input type="checkbox"/> Letters of Support<br><input type="checkbox"/> Nominee Resume or Curriculum Vita  | Incomplete packet. One or more required items is missing from the submission. <b><i>Application automatically ineligible for further evaluation or consideration.</i></b> | Nomination letter offers broad, sweeping statements as qualifications without any specific examples. All other materials have been submitted.                   | Nomination letter outlines candidate’s qualifications using specific behavior-based examples. There are no additional comments from others. All materials have been submitted and are complete. | Nomination letter outlines candidate’s qualifications with specific behavior-based examples, including examples from others (colleagues & students) as well as quotes/comments. All materials have been submitted and are complete.          |
|   | <input type="checkbox"/> Interpersonal/Human Relations Skills <ul style="list-style-type: none"> <li>• Is the nominee available and willing to meet with students and colleagues?</li> <li>• Does the nominee exhibit most or all of the following qualities and skills in their advising appointments: verbal/non-verbal communication, listening skills, questioning, manners, negotiation, problem-solving, decision making, assertiveness, social awareness/empathy, responsibility/accountability, and self-management?</li> <li>• Does the nominee go beyond normal duties to meet with students in settings other than prescribed?</li> </ul> | <ul style="list-style-type: none"> <li>• Nominee has no evidence through submitted material.</li> </ul>   | <ul style="list-style-type: none"> <li>• Nominee has some evidence as demonstrated through submitted material.</li> <li>• Commentary is broad based.</li> </ul> | <ul style="list-style-type: none"> <li>• Nominee has compelling evidence as demonstrated through submitted material.</li> <li>• Specific examples are included.</li> </ul>                      | <ul style="list-style-type: none"> <li>• Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee’s interpersonal skills with specific examples or quotes from colleagues/students.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>Does the nominee demonstrate superior interpersonal skills with other members of their department and outside of the department?</li> </ul>  |  |  |  |   |
|  | <input type="checkbox"/> Professional Practices/NACADA Core Values: <ul style="list-style-type: none"> <li>Responsible to themselves &amp; their profession; to individuals they advise; to their institutions; to higher education; to their educational community.</li> <li>Does this nominee promote advising on campus and proactively create advising interactions?</li> <li>Does this nominee utilize campus networks and make appropriate referrals?</li> <li>Is this advisor knowledgeable about their institution's policies and procedures?</li> <li>Does this advisor set high standards of practice for advising?</li> <li>Does he/she participate in affecting change on campus?</li> <li>Does the nominee initiate and participate in training and development for advisors?</li> </ul> | <ul style="list-style-type: none"> <li>Nominee has no evidence supporting NACADA Core Values or demonstrated best professional practices.</li> </ul> | <ul style="list-style-type: none"> <li>Nominee has some evidence or body of experience that supports NACADA's Core Values and demonstrated best professional practices.</li> </ul> | <ul style="list-style-type: none"> <li>Nominee has strong or compelling evidence that they support NACADA's Core Values and have developed their own best professional practices.</li> </ul> | <ul style="list-style-type: none"> <li>Nominee has overwhelming evidence or body of experience that supports NACADA's Core Values and best professional practices.</li> </ul>   |
|  | <input type="checkbox"/> Documented Success <ul style="list-style-type: none"> <li>Does the nominee demonstrate planning/forethought, organization, presentation skills, creativity, initiative, trust, credibility?</li> <li>Is there data to show student success following advisor/student interaction?</li> <li>Has the nominee been recognized this year as an outstanding advisor or advisor of the year on their campus?</li> </ul>  | <ul style="list-style-type: none"> <li>Nominee has no evidence of documented success.</li> </ul>   | <ul style="list-style-type: none"> <li>Nominee has some evidence or workplace experience with documented success.</li> </ul>   | <ul style="list-style-type: none"> <li>Nominee has documented and sustained contributions to advising on his/her campus.</li> <li>Specific examples included.</li> </ul>                     | <ul style="list-style-type: none"> <li>Nominee has documented and developed advising-related initiatives to advising locally, regionally and/or nationally.</li> <li>Exemplifies continued growth as an advisor.</li> </ul> |

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|  | <input type="checkbox"/> Documented Advisor Development <ul style="list-style-type: none"> <li>• There is documented evidence that the advisor participates in and attends advising development workshops, webinars, and training as put on by NACADA or their institution.</li> <li>• Is the nominee a member of NACADA or other professional organization?</li> <li>• Has the nominee contributed to the professional development of others on the campus or through presentations at professional meetings and conferences?</li> </ul> | <ul style="list-style-type: none"> <li>• Nominee has no evidence of advisor development.</li> </ul> | <ul style="list-style-type: none"> <li>• Nominee has begun to participate or has short-term participation in advisor development activities. (i.e. service to campus advising related committees)</li> </ul>   | <ul style="list-style-type: none"> <li>• Nominee has documented on-going participation in advisor development activities on his/her campus or in their region.</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Nominee has documented, sustained participation in advisor development activities on the campus, regional and/or national level, perhaps taken on a leadership role.</li> </ul>   |
|  | <input type="checkbox"/> Personal Advising Philosophy   | <ul style="list-style-type: none"> <li>• No advising philosophy submitted.</li> </ul>               | <ul style="list-style-type: none"> <li>• Advising Philosophy included is in the developing stages. There is some evidence of an emerging philosophy but further development would make it stronger.</li> </ul> | <ul style="list-style-type: none"> <li>• Advising Philosophy is included and is well-articulated, considers advising and/or student development theory and has depth of thought and application.</li> </ul> | <ul style="list-style-type: none"> <li>• Advising Philosophy is included and is well-articulated, and well-grounded in advising and/or student development theory; has depth of thought and application and clearly connects to the advisor's work on a personal level.</li> </ul> |

Original rubric created by Karen B. Hauschild, College of Charleston on behalf of Region 3 Awards, modified to fit Global Awards