



# 2024 GLOBAL AWARDS AND SCHOLARSHIPS

**Award/Scholarship Title: Outstanding Advising Administrator Award**

**Due Date: May 31, 2024 – 11:59 p.m. central time**

---

**Award/Scholarship Description:** These awards recognize individuals and programs who demonstrate qualities and practices that make significant contributions to the improvement of academic advising.

**Outstanding Advising Categories:**

**Outstanding Advising Award – Academic Advisor: Primary Role:** Individuals whose primary role at the institution is the direct delivery of advising services to students. Nominees must spend at least 50% of their time on direct delivery of advising to students and have at least 3 years (calendar years) of experience in direct delivery of advising to students.

**Outstanding Advising Award – Academic Advisor: Faculty Role:** Individuals whose primary responsibility is teaching and who spend a portion of their time providing academic advising services to students. Nominees must spend at least 50% of their time on teaching or research and have at least 3 years (calendar years) of experience.

**Outstanding New Advising Award – New Academic Advisor: Primary Role:** Individuals whose primary role at the institution is the direct delivery of advising services to students. Nominees must directly advise students at least 50% of their time.

**Outstanding New Advising Award – New Academic Advisor: Faculty Role:** Individuals whose primary responsibility is teaching and who spend a portion of their time providing academic advising services to students. Nominees must teach or do research at least 50% of their time.

**Outstanding Advising Award – Academic Advisor Administrator:** Individuals who may provide direct academic advising services but whose primary responsibility is as an administrator or director of an academic advising program. Nominees must have a minimum of 3 years (calendar years) in advising administration with at least 50% of their duties dedicated to advising administration.

**Outstanding Advising Award – Advising Program:** Recognize programs that document innovative and/or exemplary practices resulting in improvement of academic advising services. The institutions of the winning programs receive a plaque and are honored at the Awards Ceremony held during the Annual Conference in the fall. Certificates of Merit may be awarded to other nominees for honorable mention.

*These one-time awards/scholarships are non-transferrable to another person or activity/event. Individuals may nominate themselves. Current NACADA Board members, NACADA Council members, Administrative Division Chairs, Region Chairs, Advising Community Chairs, Advising Community Cluster Reps, and NACADA Executive Office staff are not eligible for nomination. NACADA's Executive Office staff does not*

*disclose who is nominated or how many individuals are nominated for any award/scholarship. Because we believe there is considerable strength in diversity, the selection committee strongly encourages applications from groups under-represented in the Association and its leadership.*

### **Eligibility Criteria:**

- **Outstanding Advising Award –Administrator Advisor Role**

- Nominees/applicants must be a current member of NACADA at the time of application.
- Any individual currently serving as an advising administrator and employed by a regionally accredited post-secondary institution may be nominated.
- Previous Outstanding Advising Administrator Award winners are *not* eligible.
- Previous Certificates of Merit recipients in this category are eligible only if a minimum of five years has elapsed since the certificate was awarded and the nomination contains substantial new information.
- Previous Outstanding New Advisor or Outstanding Advising Award winners or Certificate of Merit recipients may be considered for Outstanding Advising Administrator Awards or Certificates of Merit if a minimum of five years has passed since receiving the original award.
- Previous Regional Award Winners are eligible to apply for Global Awards, though the application cannot simply be duplicated, rather it must address the Global Award specifically.
- Nominees for the Outstanding Advising Administrator Award must have served as advising administrators for a **minimum of three years** (36 months) based on the calendar year calculated from the **time of submission**.
- Nominees must have a **minimum of three years (36 months)** of professional experience based on the calendar year calculated from the time the **nomination is due**.
- Only one nominee *per category* from each institution will be considered. The awards database will alert those that may have a duplicate entry though it will still allow the submission. We will contact nominators and request that only one nominee be put forward so it's best to save time and coordinate campus-wide before entering the nomination.

**Selection Rubric:****[Rubric for Outstanding Advising Administrator Award](#)**

The Selection Committee will evaluate applications/nominations on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor. Such evidence may include, but is not limited to:

- Strong interpersonal and human relations skills.
- Evidence of advising in an academic advising program that supports professional practices/[NACADA Core Competencies and values](#).
- Evidence that the advising program reflects the standards of good practice in the [CAS Standards and Guidelines for Academic Advising](#).
- Testimony by colleagues of nominee's advising administration skills and/or performance.
- Institutional recognition of nominee for outstanding advising or advising administration.
- Evidence of successful collaboration with other academic or student support units on campus.
- Participation in a larger campus or higher education initiatives related to the efficacy of academic advising.
- Ability to engage in, promote, and support advising grounded in sound theory, research, and educational practice.
- Participation in and support of advisor development programs.
- Evidence of student success rate, by an advisor or by department, within the purview of the advising administrator.
- Evidence of departmental growth and development, including successful initiatives, implementations, or enhancements, brought forth under the direction of the advising administrator.
- Caring, helpful attitude toward students, direct reports, and other campus colleagues.

**Award Recipient receives:**

- NACADA Annual Conference early registration fee
- One-year NACADA membership renewal
- An engraved award plaque
- Recognition at the Global Awards Ceremony at Annual Conference

**Number of awards/scholarships available:**

Unrestricted number of awards for each Outstanding Advising category. Selection is based on the applicant pool and scoring of the nomination packet. Committee Chair makes final selection in these categories based on overall components.

**Certificates of Merit:** Merit recipients receive an honorable mention in each Outstanding Advising Awards category. NACADA receives so many high-quality nominations in these categories that deserve recognition but did not score quite as high as our winners. Certificate of Merit recipients are going above and beyond at their institutions and doing incredible work with students. NACADA feels strongly that advisors that receive this designation should also be recognized for their excellent efforts in a very competitive field of nominees annually.

**Certificate of Merit receives:**

Certificate of Merits will be awarded to one or more nominees/applicants based on evaluation scores. Certificate of Merit winners receive a framed certificate from NACADA and recognition at the Global Awards Ceremony. Certificate of Merit winners do not receive event registration or travel reimbursement funds.

**Application materials required (all documents must be uploaded in PDF format, including letters):**

Submit materials via the NACADA Awards online nomination system including the following documents, uploaded in PDF form:

Nomination/Application Letter: This letter should summarize the nominee/applicant's qualifications, the extent to which the nominee meets the award criteria and why the individual is being nominated for the award. This document should provide evidence (citing letters of support, data, or other material illustrative of exemplary performance as an advisor) and specific examples that demonstrate excellent performance. This document should also incorporate a personal philosophy statement regarding the nominee/applicant's approach to advising and/or advising administration. Examples of any NACADA professional development activities the nominee/applicant has participated in are valuable. **Letters SHOULD NOT exceed three pages, single spaced.**

Letters of Support: A required component of the application materials submitted is letters of recommendation. Please include up to three letters of support and/or recommendation. These letters may come from your institution's officials, administrators, colleagues, employees, supervisors, advisees, or students - anyone who might augment the selection committee's understanding of the nominee. These letters must be on institutional letterhead. **Letters SHOULD NOT exceed two pages, single spaced.**

Current Resume or Curriculum Vita: Please limit entries to material that pertains directly to academic advising, presenting relevant information from the nominee/applicant's overall resume/vita. Please include the nominee/applicant's current job with either a position description or a list of job responsibilities.

Additional Materials: Representative materials developed by the nominee such as evidence of training provided, handouts for advisors or faculty, program/service descriptions, and any other advising administration documentation created by the nominee that is further evidence of outstanding work. Other pertinent information from nominator that exemplifies outstanding achievement in this category.

\*Total file count is limited to a maximum of 40 pages. The online system will allow you to submit more than one attachment for each section, but the total number of pages should be no more than 40.

**\*\*Nominations must include only original documentation prepared specifically for the NACADA Global Awards Program. Materials intended for other award programs will not be considered.**

**Selection Process:**

Nomination packets are reviewed by global award volunteer readers who, at the time of the review period, read and score the nominations in this category. The Chair of the Global Awards Committee makes the final award selections based on the reviews completed by the volunteer readers.

**Expectations of Award/Scholarship winner:**

It is ideal if the nominee/applicant has the support of their office/department/college/institution in attending the annual conference as the recipient will be recognized and presented their award during the Annual Conference Global Awards and Scholarships Ceremony. Recipients may be asked by NACADA to provide a written testimonial of their conference/event experience including ways in which their career and/or education benefitted from receiving the NACADA Award/Scholarship.