The questions on this page ask for information regarding your institution. Specific institutions will NOT be named in any summary of survey results.

**Question 1 **required**
In which NACADA Region is your institution located?

- Region 1: Northeast Region (ME, VT, NY, NH, MA, RI, CT, Quebec, New Brunswick, Maritime provinces)
- Region 2: Mid-Atlantic (PA, NJ, DE, MD, VA, DC)
- Region 3: Mid-South (WV, KY, TN, NC, SC)
- Region 4: Southeast (MS, AL, GA, FL, Caribbean)
- Region 5: Great Lakes (WI, IL, MI, IN, OH, Ontario)
- Region 6: North Central (NE, IA, SD, ND, MN, MT, Saskatchewan, Manitoba)
- Region 7: South Central (KS, MO, OK, AR, TX, LA)
- Region 8: Northwest (AK, WA, OR, ID, MT, British Columbia, Alberta)
- Region 9: Pacific (CA, NV, HI)
- Region 10: Rocky Mountain (AZ, CO, NM, UT, WY)
- Don’t know
- Choose not to reply

**Question 2 **required**
Which of the following best describes your institution?

- Public two-year institution
- Private two-year institution
- Proprietary two-year institution
- Public institution specializing in the awarding of bachelor degrees
- Private institution specializing in the awarding of bachelor degrees
- Proprietary institution specializing in the awarding of bachelor degrees
- Public institution awarding primarily bachelor’s and masters degrees
- Private institution awarding primarily bachelor’s and masters degrees
- Proprietary institution awarding primarily bachelor’s and masters degrees
- Public institution awarding bachelor's, masters and doctoral degrees
- Private institution awarding bachelor's, masters and doctoral degrees
- Proprietary institution awarding bachelor's, masters and doctoral degrees
- Don’t know
- Choose not to reply

**Question 3 **required**
What is your institution’s undergraduate enrollment as measured by HEAD COUNT?

- less than 500
- 500-999
- 1,000-2,999
- 3,000-5,999
- 6,000-8,999
- 9,000-11,999
- 12,000-17,999
- 18,000-23,999
- 24,000-29,999
- 30,000-35,999
- 36,000 +
- Don’t know
- Choose not to reply
Question 4 **required**

Which of the following best describes how your institution divides the academic calendar for undergraduate programs?

- Semesters
- Quarters
- Don’t know
- Choose not to reply
- Other: [ ]

Question 5 **required**

What is the institutional level at which you a) have job responsibilities associated with undergraduate academic advising, and b) that you are knowledgeable about the specifics of undergraduate academic advising? (Reminder: You will use your answer to this question to define "your advising situation" for the remaining questions within the survey.)

- Institution (for the whole college or university)
- College, school, or division within a larger university
- Department within a college or school

Question 6 **required**

Is advising mandatory each term for all students in your advising situation?

- Yes
- No
- It depends (provide specifics in the comments box)
- Don’t know
- Choose not to reply

Further comments about your response:
Question 7 ** required **

Using the following definitions, which Advising Models best describe your advising situation? (Check all that apply).

- **Self Contained** all advising occurs in a center staffed primarily by professional advisors or counselors; faculty may also advise in the center.
- **Faculty Only** all advising is done by a faculty member, usually in the student’s academic discipline.
- **Shared Supplementary** professional staff in a center support advisors (usually faculty) by providing resources/training.
- **Shared Split** faculty provide advising in academic discipline while staff are responsible for a subset of students, e.g., Undecided, Pre-majors.
- **Total Intake** all incoming students advised in a center; students may be assigned elsewhere later.
- Don’t know
- Choose not to reply
- Other: 

Question 8 ** required **

Who advises undergraduate students in your advising situation? (Check all that apply).

- full-time faculty
- adjunct (part-time) faculty
- full-time professional advisors
- adjunct (part-time) professional advisors
- paraprofessional advisors
- graduate students
- peer advisors
- Don’t know
- Choose not to reply
- Other: 

Question 9 ** required **

Which one of the following statements best describes the state of online undergraduate students in your advising situation?

- All of the undergraduate students we advise are online students
- All of the undergraduate students we advise are on-campus students
- Some of the undergraduate students we advise are online students and some are on-campus students
- Don’t know
- Choose not to reply
- Other: 

Question 10 ** required **

Where does undergraduate academic advising report in your advising situation?

- Academic Affairs (including reporting to an academic dean or department chair)
- Student Affairs
- Academic and Student Affairs jointly
- Enrollment Management
- Registrar
- Don’t know
- Choose not to reply
- Other: 

Question 11 ** required **

Is there a formal Mission Statement for academic advising for your advising situation?

- Yes
- No
**Question 12** **required**

Which one of the following best describes what upper-level administration (administrators above the dean level) believes is the primary function of undergraduate academic advising in your advising situation?

- Facilitating student development
- Teaching and facilitating student learning
- Assisting with course enrollment
- Don't know
- Choose not to reply

**Question 13**

Are each of the following activities part of the job responsibilities of at least one academic advisor in your advising situation? (Mark "1" for yes and "2" for no).

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1 Participate in student recruitment</td>
<td></td>
</tr>
<tr>
<td>13.2 Administer basic skills placement testing</td>
<td></td>
</tr>
<tr>
<td>13.3 Participate in new student orientation</td>
<td></td>
</tr>
<tr>
<td>13.4 Help students schedule courses</td>
<td></td>
</tr>
<tr>
<td>13.5 Help with course registration</td>
<td></td>
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<tr>
<td>13.6 Help students develop plan of study</td>
<td></td>
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<tr>
<td>13.7 Help students select a major</td>
<td></td>
</tr>
<tr>
<td>13.8 Help students explore career interests</td>
<td></td>
</tr>
<tr>
<td>13.9 Help students explore information about the world of work</td>
<td></td>
</tr>
<tr>
<td>13.10 Help students make career plans</td>
<td></td>
</tr>
<tr>
<td>13.11 Coordinate student internships</td>
<td></td>
</tr>
<tr>
<td>13.12 Help students with the job search process</td>
<td></td>
</tr>
<tr>
<td>13.13 Serve on committees</td>
<td></td>
</tr>
<tr>
<td>13.14 Teach (including teaching freshman seminar courses)</td>
<td></td>
</tr>
<tr>
<td>13.15 Provide mental health counseling</td>
<td></td>
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<tr>
<td>13.16 Advise at a distance via email, phones, blogs, social media, etc.</td>
<td></td>
</tr>
<tr>
<td>13.17 Determine disabilities accommodations</td>
<td></td>
</tr>
<tr>
<td>13.18 Deliver basic skills development</td>
<td></td>
</tr>
<tr>
<td>13.19 Deliver academic tutoring</td>
<td></td>
</tr>
<tr>
<td>13.20 Coordinate study abroad opportunities</td>
<td></td>
</tr>
<tr>
<td>13.21 Provide financial aid counseling</td>
<td></td>
</tr>
<tr>
<td>13.22 Serve as liaison to an academic department</td>
<td></td>
</tr>
</tbody>
</table>

**Question 14** **required**

What technology is used to manage student information in your advising situation? (Check all that apply).

- Automated Degree Audit
- Shared Student File Access via Computer (e.g., Banner, PeopleSoft)
- We do not use technology to manage student information
- Don't know
- Choose not to reply
**Question 15** **required**

What technology is used to communicate with students in your advising situation? (Check all that apply).

- [ ] E-mail communication
- [ ] Password protected course management software (e.g. Blackboard, Wimba)
- [ ] Interactive advising websites and/or portals
- [ ] Podcasts
- [ ] Text messaging
- [ ] Instant messaging
- [ ] Twitter
- [ ] Facebook and/or My Space
- [ ] Skype
- [ ] Linked In
- [ ] We do not use technology to communicate with students
- [ ] Don't know
- [ ] Choose not to reply
- [ ] Other:

**Page 4**

Answer the following questions regarding FACULTY who advise in your advising situation.

**Question 17**

What was the average number of undergraduate students each faculty advisor advised during the last academic term in your advising situation? Do NOT answer with a range.

**Question 18**

What types of internal (institutional or campus association sponsored) advisor training and development opportunities are available for faculty advisors in your advising situation? (Check all that apply).

- [ ] Single workshop of one day or less per year
- [ ] Single workshop of more than one day per year
- [ ] A series of workshops throughout the year
- [ ] Individualized development based on advisors’ needs
- [ ] Other (describe in comments box below)
- [ ] None
- [ ] Don't know
- [ ] Choose not to reply

**Page 3**

The questions on this page ask for information regarding FACULTY advising in your advising situation.

**Question 16** **required**

Do faculty have responsibilities in undergraduate academic advising in your advising situation? (Please answer yes if at least one faculty member advises students in your advising situation).

Further comments about your response:

**Question 19**
What types of external professional development activities within advising are supported for faculty advisors in your advising situation? (Check all that apply).

- Conferences
- Institutes
- Seminars
- Webinars
- Publications
- None
- Don't know
- Choose not to reply
- Other:  

Question 20

How is effective faculty advising rewarded in your advising situation? (Check all that apply).

- Release time from instruction
- Release time from committee work
- Release time from research expectation
- Salary supplement for advising
- A major consideration in tenure and promotion decisions
- A minor consideration in tenure and promotion decisions
- Awards for excellence in advising
- Not Rewarded
- Don't know
- Choose not to reply
- Other:  

Page 5

The questions on this page ask for information regarding PROFESSIONAL academic advising in your advising situation.

Question 21 **required**

Are professional academic advisors employed to advise undergraduate students in your advising situation?

- Yes
- No

Page 6

The questions on this page ask for information regarding PROFESSIONAL academic advising in your advising situation.

Question 22 **required**

How many full-time professional advisors are employed to advise undergraduate students in your advising situation?


Question 23

Do full-time professional advisors have assigned advisees in your advising situation?

- Yes
- No
- Don't know
- Choose not to reply

Question 24
What was the **total number** of **undergraduate students** that **full-time professional advisors** were **responsible** for advising during the **last academic term** in **your advising situation**?

(For example, answer 2000 students if your advising center of 5 professional advisors is responsible for advising 2000 students, even if only 1500 students sought advising).

<table>
<thead>
<tr>
<th>Question 25</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is the total number of undergraduate students who <strong>attended</strong> advising sessions with <strong>full-time professional advisors</strong> during the last <strong>academic term</strong> in <strong>your advising situation</strong>?</strong></td>
</tr>
<tr>
<td>(For example, answer 1500 students if your advising center of 5 professional advisors saw 1500 students during the last academic term, even if your center was responsible for a total of 2000 students.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 26</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is the range of the number of undergraduate students who <strong>attended</strong> advising sessions for each <strong>full-time professional advisor</strong> during the last <strong>academic term</strong> in <strong>your advising situation</strong>?</strong></td>
</tr>
<tr>
<td>(For example, answer 120-350 students if the advisor who saw the fewest number of students saw 120 students and the advisor who saw the most students saw 350 students.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 27</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Which of the following best describes the use of <strong>PART-TIME professional advisors</strong> in <strong>your advising situation</strong>?</strong> (Check all that apply).**</td>
</tr>
<tr>
<td>□ We do not use part-time professional advisors</td>
</tr>
<tr>
<td>□ We employ part-time advisors on a regularly scheduled basis (e.g. 20 hours per week throughout the term)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 28</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What types of internal</strong> (institutional or campus association sponsored) structured advisor training and development activities are provided for your <strong>professional advisors</strong> in <strong>your advising situation</strong>?** (Check all that apply).**</td>
</tr>
<tr>
<td>□ Pre-service training before the advisor works with students</td>
</tr>
<tr>
<td>□ Single workshop of one day or less per year</td>
</tr>
<tr>
<td>□ Single workshop of more than one day per year</td>
</tr>
<tr>
<td>□ A series of workshops throughout the year</td>
</tr>
<tr>
<td>□ Regularly scheduled meetings (e.g. monthly) throughout the year</td>
</tr>
<tr>
<td>□ Out of office staff retreats</td>
</tr>
<tr>
<td>□ Individualized development based on advisors’ needs</td>
</tr>
<tr>
<td>□ None</td>
</tr>
<tr>
<td>□ Don’t know</td>
</tr>
<tr>
<td>□ Choose not to reply</td>
</tr>
<tr>
<td>□ Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 29</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What types of external</strong> professional development activities are supported for <strong>professional advisors</strong> in <strong>your advising situation</strong>?** (Check all that apply).**</td>
</tr>
<tr>
<td>□ State, regional or national conferences</td>
</tr>
<tr>
<td>□ Institutes</td>
</tr>
<tr>
<td>□ Seminars</td>
</tr>
<tr>
<td>□ Webinars</td>
</tr>
<tr>
<td>□ Publications</td>
</tr>
</tbody>
</table>
None

Don’t know

Choose not to reply

Other:

Question 30

How are professional advisors rewarded for effective academic advising in your advising situation? (Check all that apply).

☐ Travel funds for professional development

☐ Release time for research in the field of academic advising

☐ Department or unit award for excellence in advising

☐ Institution or campus advising association award for excellence in advising

☐ No rewards are provided for effective advising

☐ Don’t know

☐ Choose not to reply

Other:

Question 31

What is the minimum credential required for professional advisors in your advising situation? (Check all that apply).

☐ High school diploma

☐ 2-year degree

☐ Bachelor’s degree

☐ Certificate in advising

☐ Master’s degree

☐ Specialist degree

☐ Doctorate

☐ Don’t know

☐ Choose not to reply

Question 32

What is the most common credential held by professional advisors in your advising situation? (Check all that apply).

☐ High school diploma

☐ 2-year degree

☐ Bachelor’s degree

☐ Certificate in advising

☐ Master’s degree

☐ Specialist degree

☐ Doctorate

☐ Don’t know

☐ Choose not to reply

Question 33

Is there a career ladder in place for professional advisors in your advising situation?

☐ Yes

☐ No

☐ Don’t know

☐ Choose not to reply

Question 34

To the closest dollar amount, what is the starting annual salary for full-time professional advisors in your advising situation?

Question 35
To the closest dollar amount, what is the **TOP ANNUAL SALARY** for a **FULL-TIME** professional advisor in your advising situation?

**Page 7**

The questions on this page ask for information regarding **assessment** of advising in your advising situation.

**Question 36**

Which of the following efforts are currently in place in your advising situation? (Check all that apply).

- [ ] Survey of student satisfaction of academic advising
- [ ] Formally identified academic advising student learning outcomes
- [ ] Established academic advising program goals/outcomes
- [ ] Formally identified job performance criteria of individual academic advisors
- [ ] None of these efforts are in place, but at least one is being developed
- [ ] None of these efforts are in place, and none are being developed
- [ ] Don't know
- [ ] I choose not to reply
- [ ] Other:

**Question 38 **required**

What is the **name of your institution**? (We need this information so we can account for multiple responses from the same institution. The information you shared on this survey is confidential, results will only be reported in the aggregate, and no individual or institution will be identified.

**Question 39**

If "your advising situation" was at the college, school, division, or department level, then please list the name of the college, school, division, or department (e.g., College of Engineering, School of Education, Physics Department). If your "advising situation" was the entire institution, then please type "institution".

**Question 40**

What is the **Job Title** of the individual completing this survey? (We need this information so we can determine how closely connected to academic advising a respondent is. The information you shared on this survey is confidential, results will only be reported in the aggregate, and no individual or institution will be identified.

**Question 41**

Follow-Up. We would like to follow-up with a portion of those completing this survey. If you are willing to be contacted please provide the following information:

- Your Name
Follow-Up. We would like to follow-up with a portion of those completing this survey. If you are willing to be contacted please provide the following information:

- Your E-mail Address