



2024 GLOBAL AWARDS AND SCHOLARSHIPS

Award/Scholarship Title: Advising Division Communities Service Award

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

Award/Scholarship Description: The ACD Service Award recognizes individuals who have provided outstanding service, leadership, and commitment to a specific Advising Community, Cluster, or the Division. The maximum number of awards given is equal to the number of clusters in the Division (currently 9). The AC Division Service Award Selection Committee annually consists of one representative from each cluster. Each recipient of this award will be presented with a recognition plaque during the NACADA [Annual Conference](#).

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:

- Nominee/applicant must be a current member of NACADA at the time of application.
- A member of an Advising Community or a Cluster Rep for at least one full year prior to the date of the nomination submission.
- Self-nominations are allowed. Previous winners, current Division Representatives and current ACD Service Award selection committee members are not eligible for nomination.

The ACD Service Award Selection Committee takes the following evidence into consideration to support the Rubric for ACD Service Award.

1. Active participation in an Advising Community (former commission or interest group) as a member, Chair, Sub-Committee Chair, Steering Committee member or as a Cluster Rep
2. Presentations at annual/regional/state conferences or online on ACD-related topics
3. ACD-related contributions to the NACADA Journal, Academic Advising Today, and other publications.
4. Contributions to a local campus in support of NACADA goals and objectives
5. General willingness to work on Advising Community (former commission or interest group), Cluster and/or Division needs and tasks.

Selection Rubric:

See end of document.

Recipient receives:

- An engraved award plaque
- Recognition at the Annual Conference Global Awards and Scholarships Ceremony

Number of awards/scholarships available:

The maximum number of awards given is equal to the number of clusters in the Division (currently 8).

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: Must contain adequate factual or descriptive material for the selection committee to evaluate the nomination, including:

1. **A completed [Nomination Submission](#)**
2. **A supporting letter from the nominator** providing evidence that the candidate has made significant contributions to the goals and objectives of an Advising Community, Steering Committee, Cluster or Division. Details should also include:
 - a. Length of Advising Community (formerly Commission or Interest Group) membership (at least 1 year)
 - b. Length of NACADA membership
 - c. Significant contributions related to the goals of an Advising Community, Cluster or the Division such as resources created, coordination of events or projects managed. For Cluster Reps, this could also include work on special AC Division Committees or Task Forces.
 - d. Related presentations, publications or projects managed.
 - e. Evidence as to quality and quantity of participation across the Division or in an Advising Community (formerly Commission or Interest Group)
 - f. Time commitment of the nominee to the work of an Advising Community, Cluster or AC Division
 - g. Other appropriate examples of contributions and commitment to the specific goals and objectives of a Advising Community (former commission or interest group), or Cluster and the impact of that work.
3. **Up to 3 letters of support from colleagues including those from an** Advising Community, Steering Committee, Cluster or the Division. Letters should address the following as evidence of service with specific examples wherever possible:
 - a. Document active participation in an Advising Community (former commission or interest group), and/or as a Cluster Rep. *What was the impact of such work?*
 - b. List any presentations or topical talks at annual/regional/state conferences or online.
 - c. ACD-related contributions to creation of resources or articles in the *NACADA Journal*, *Academic Advising Today*, and other publications.
 - d. Contributions to the local campus in support of NACADA goals and objectives
 - e. General willingness to work on Advising Community (former commission or interest group), Cluster and/or Division needs and tasks.

- f. Examples of communication, time commitment and quality and quantity of participation in an Advising Community, Cluster or Division.
- g. Other appropriate examples of contributions and commitment to the specific goals and objectives of a Community (former commission or interest group), or cluster.
 - i. Nominations, including all support documents, will be submitted electronically to the [nomination portal](#).

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, not to exceed 9 letters maximum. These letters may come from your institution's officials, colleagues, employees, supervisors, 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.**

Additional Materials: Please include any additional materials that support the candidate's nomination. These materials must be included in one PDF file as an attachment in the online system application. **Total number of pages should not exceed more than 40 pages.**

Selection Process:

A subcommittee composed of representatives from the Advising Communities Division will read and review nominations and select final award recipients.

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.

Service to the Community/Division Awards Rubric

	Award Criteria	Inadequate=0 Indicator: no evidence is demonstrated	Fair = 1 Indicator: some evidence is demonstrated	Proficient = 2 Indicator: most evidence is demonstrated; meets expectations	Advanced = 3 Indicator: all evidence is demonstrated; exceeds expectations
Recognizes individuals who have provided outstanding service, and contributions to an Advising Community or the AC Division.	Nomination/Application Letter	Incomplete packet. One or more required items is missing from the submission. <i>Application automatically ineligible for further evaluation or consideration.</i>	Nomination/application letter offers broad, sweeping statements as qualifications without any specific examples. All other materials have been submitted.	Nomination/application letter outlines nominee's qualifications using specific behavior-based examples. There are no additional comments from others. All materials have been submitted and are complete.	Nomination/application letter outlines nominee's qualifications with specific behavior-based examples, including examples from an Advising Community or AC Division members as well as quotes/comments. All materials have been submitted and are complete.
	Letters of Support <ul style="list-style-type: none"> Three or fewer letters will be considered. 	Nomination letters offer no evidence of contributions to an Advising Community or the AC Division.	Nomination letters offer broad, sweeping statements about contributions without any specific examples. Commentary is broad based.	Nomination letters generally outline nominee's contributions with some specific examples included.	Nomination letters specifically outline nominee's contributions with examples and/or quotations from members about the nominee's impact on an Advising Community or the AC Division.