



2024 GLOBAL AWARDS AND SCHOLARSHIPS

Award/Scholarship Title: Wes Habley Institute for Academic Advising Scholarship

Due Date: April 30, 2024 – 11:59 p.m. central time

Award/Scholarship Description: Presented as a professional development experience to selected members who demonstrate involvement in national, regional, state, and/or local advising organizations and exhibit the potential for national leadership roles. The scholarship covers the registration fee to the [Institute for Academic Advising](#). The registration fee covers all program materials and several meals and special events during the Institute. Individuals or their sponsoring institutions are responsible for travel and lodging costs as well as meals and incidental expenses not covered in the registration fee.

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:

- Be a current member at the time of scholarship application.
- Demonstrate involvement in professional activities and institutional organizations (including NACADA). This includes conferences attended, presentations, committees, commissions, etc.'

Restrictions:

- Current elected or appointed officers and officials in NACADA are not eligible for the Institute for Academic Advising (formerly Summer Institute) Scholarship
- Previous Institute for Academic Advising Scholarships (formerly Summer Institute) recipients and previous Institute for Academic Advising (formerly Summer Institute) participants are not eligible.

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.

Selection Rubric:

See end of document for the scholarship rubric.

Award Recipient receives:

- Early registration fee to the Institute for Academic Advising.

Number of awards/scholarships available:

Six (6) scholarships are available to award per yearly institute.

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 Letters:

1. **Completed application** in the [Nomination Submission Portal](#).
2. **Resume/Vitae**. Please limit entries to material that pertains directly to academic advising, presenting relevant information from the nominee's overall resume/vitae.
3. **Current Job Position Description or List of Job Responsibilities**
4. Professional Development Summary
 - a. List ALL professional activities and institutional organizations (including NACADA) in which you have participated. Please include conferences attended, presentations, committees, commissions, etc.
5. Institute for Academic Advising **Participation**
 - a. List and describe the goals you hope to accomplish by participating in the Institute for Academic Advising.
 - b. How will your participation in this institute help you grow as a professional?
 - c. In what ways would you like to extend your involvement in NACADA.
6. **Letters of Recommendation**. A required component of the application materials submitted for this award is two letters of recommendation from your institution's officials, at least one of which must include a statement of financial support for your travel if you are awarded a scholarship. These letters must be on institutional letterhead and uploaded to the submission portal.

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

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.

Selection Process:

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



Global Awards Rubric - Institute for Academic Advising Scholarships

Award Criteria	Outstanding 3	Proficient 2	Fair 1	Inadequate 0
Nominee's packet includes: <ul style="list-style-type: none"> • Resume/vita • Current job position or list of responsibilities • Prior Professional Development Summary • Institute for Academic Advising Participation • Letters of recommendation 	Packet Complete Nominee is extremely well-positioned to benefit from and likely to implement articulated goals as a result of participation in the Institute for Academic Advising based on their background, role, and/or level of institutional support	Packet Complete Nominee is well-positioned to benefit from and could implement articulated goals as a result of participation in the Institute for Academic Advising based on their background, role, and/or level of institutional support.	Packet Complete Nominee would benefit from and/or could implement articulated goals as a result of participation in the Institute for Academic Advising based on their background, role, and/or level of institutional support.	Incomplete packet. One or more required items is missing from the submission. <i>Application automatically ineligible for further evaluation or consideration</i>
Nominee articulates their involvement in professional activities and institutional organizations (including NACADA involvement)	<u>Nominee has</u> overwhelming evidence that is documented through submitted materials that demonstrates their commitment to professional development activities.	<u>Nominee has</u> compelling evidence that is documented through submitted materials that demonstrates their commitment to professional development activities.	<u>Nominee has</u> some limited evidence that is documented through submitted materials that demonstrates their commitment to professional development activities.	<u>Nominee does</u> not have evidence that is documented through submitted materials that demonstrates their commitment to professional development activities.
Nominee articulated: <ul style="list-style-type: none"> • Goals they hope to accomplish by participating in the Institute for Academic Advising • How their participation in Institute for Academic Advising will help them grow as a professional • Ways they would like to extend their involvement in NACADA? 	Nominee has articulated detailed and compelling goals they hope to accomplish in Institute for Academic Advising, articulated how participation in Institute for Academic Advising will help them grow as a professional, as well as how they plan to extend their involvement in NACADA in the future.	Nominee has articulated goals they hope to accomplish in Institute for Academic Advising, potential ways participation in Institute for Academic Advising will help them grow as a professional, and/or how they plan to extend their involvement in NACADA in the future.	<u>Nominee is</u> unclear about the goals they hope to accomplish and/or how participating in the Institute for Academic Advising will help them grow as a professional and/or how they plan to extend their involvement in NACADA in the future.	Nominee does not articulate the goals they hope to accomplish, nor how participating in the Institute for Academic Advising will help them grow as a professional, nor how they will extend their involvement in NACADA in the future.

<p>Letters of recommendation</p>	<p>Two letters of recommendation are included on institutional letterhead, and highly recommend the nominee as well as clearly stating that the institution will provide financial support for travel should the nominee be awarded a scholarship by NACADA.</p>	<p>Two letters of recommendation are included on institutional letterhead and recommend the nominee and state that the institution will provide financial support for travel should the nominee be awarded scholarship by NACADA.</p>	<p>Two letters of recommendation are included on institutional letterhead, but generically recommend the nominee, and/or the institution's financial support is unclear for travel should the nominee be awarded scholarship by NACADA</p>	<p>Two letters of recommendations are not included on institutional letterhead, and the institution's financial support is not included. NOTE: two letters are required on institutional letterhead and must include verification of the institution's financial support.</p>
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