**2018-2019
Undergraduate Academic Advising Awards**

**Nominee Data Form**

**Name:**

**Title**: TUID:

**College/Department:**

**Office Address:**

**Email Address:** Phone Number:

**Years in Current Position:**

**Award Nominated for (Please circle):**

Faculty Advisor New Advisor Professional Advising Administrator

**Have you received a TU Academic Advising Award previously?** Yes No

**If yes, when and which one?**

**Nominee’s Signature:**

**Packet should include:**

1. A completed Nominee Data Form signed by the nominee. Please make sure that your category is correct. Your signature affirms that you have reviewed and met the eligibility requirements for the nomination category that you circled.
2. Statement of advising philosophy/practice:
	1. For the categories Faculty, New, and Professional provide a statement of your advising philosophy/practice with examples. It should be no more than two typed, 12-point, double-spaced pages. The following websites may assist you in clearly articulating your personal advising philosophy and Core values: <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Personal-advising-philosophy-examples.aspx> For Core Values, see <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Core-values-of-academic-advising.aspx>
	2. For the category of Advising Administrator, provide a brief overview of your advising philosophy (approximately one paragraph) then address the following question: How do you integrate your advising philosophy into the culture of your advising unit? Provide clear examples from your advising administration practice that illustrate your philosophy in action. It should be no more than two typed, 12-point, double-spaced pages.
3. A summary of professional development activities that you have participated in from February 1, 2018 to February 1, 2019. Please limit to activities that pertain directly to academic advising (committees, conference presentations, mentoring, etc.)

1. Three (3) letters of recommendation:
	1. Provide a copy of the Recommendation Cover Sheet to the people who are writing your recommendations.
	2. Recommendations cannot be from anyone on the selection committee.
	3. No more than three recommendations will be considered.
	4. Two-page limit for each letter.
	5. Recommendations can come from the following list, but no more than two from any category: Student, peer/colleague, university administrator, direct supervisor, faculty member, alumni, mentor, professional affiliation (NACADA, NACAC, etc.).
	6. For each recommendation there should be an original and five copies in a sealed envelope (six sets).

***All materials must be in one envelope.***

***Packets that do not include all required materials will not be considered.***

***Submit six (6) complete sets of the Nominee Data Form and supporting materials (#1 through #4 above) to***

Michele O’Connor

Associate Vice Provost for Undergraduate Studies

Office of the Vice Provost for Undergraduate Studies 501 Conwell Hall

TU-Zip 038-23

Must be submitted no later than noon on Friday, March 29th, 2019