

## **2021-2022 Undergraduate Academic Advisor Awards**

Established in September 2005, these awards recognize Temple University undergraduate academic advisors and advising administrators. Every year one professional advisor, advising administrator, faculty advisor, and beginning in 2008, a new advisor is honored for their demonstrated excellence advising undergraduate students. Starting in 2020, the new Michele O'Connor Service Award honors a member of the Temple community who provides extraordinary support to advancing and significantly impacting advising mission and goals. Finally, beginning in 2018, the outstanding advising program award was created to recognize one college specific or cross-departmental program that documents innovative and/or exemplary practices resulting in improvement of academic advising services.

Award recipients receive an engraved plaque and a monetary gift of \$1,000. Their names will also be added to a perpetual plaque displayed in Conwell 500.

Recipients of the advising awards can be Temple's nominees for NACADA's corresponding Advisor Awards. The awards are presented at the annual Temple Advisor Professional Development Day (TUAAD) in late April or early May.

### **Outstanding Advisor Awards:**

**Faculty Advisor:** Any tenured, tenure-track or non-tenured track faculty member who assists undergraduate students in the faculty member's school and/or department to make decisions that affect their academic progress at the University through personal guidance, interpretation of University and College/School policies and guidelines, and an analysis of the student's records.

**New Advisor:** Any benefits-eligible employee of Temple University whose primary role is to serve as an academic advisor and has served in this role for two (2) or fewer years, including any prior advising positions at Temple or other institutions. Primary job responsibilities include assisting undergraduate students in making decisions that affect the students' academic progress at the University through personal guidance, interpretation of University and College/School policies and guidelines, and an analysis of students' records.

**Professional Advisor:** Any benefits-eligible employee of Temple University who has been advising undergraduates for at least three (3) years and whose current primary job responsibilities includes assisting undergraduate students in making decisions that affect their academic progress at the University through personal guidance, interpretation of University and College/School policies and guidelines, and an analysis of students' records.

**Academic Advising Administrator:** Any benefits-eligible employee of Temple University who has been in his/her advising administrator position (e.g., Director, Associate Director, Assistant Director, Supervisor, etc.) for at least three (3) years and whose primary job responsibilities include supervising professional academic advisors and assisting undergraduate students in making decisions that affect students' academic progress at the University through personal guidance, interpretation of University and College/School policies and guidelines, and an analysis of students' records.

Candidates for the **Faculty Advisor, Professional Advisor, and the Academic Advising Administrator Awards** are expected to meet the following criteria:

- Must be in current position for at least three (3) years calculated from the deadline for submission
- Has not been a winner of the award within the past five (5) years
- Effective and continuous advising of undergraduate students
- Has demonstrated a caring and nurturing attitude towards advisees
- Exemplary interpersonal skills
- Mastery of institutional regulations, policies, and procedures
- Participation in advisor development programs and groups
- Has made a significant contribution to the quality of the academic advising unit, school/college and/or department
- Inspires fellow colleagues and advisees to reach their full potential
- Evidence of working in an academic advising program that supports [NACADA's Core Values](#).

Candidates for the **New Advisor Award** are expected to demonstrate many of the above criteria; however, they have been in the position two (2) or fewer years calculated from the deadline for submission.

### **Other Awards**

**The Michele O'Connor Advising Service Award:** Created in Fall 2020 to recognize a member of the Temple community who, through an exceptional contribution to undergraduate Academic Advising has enriched the experience for students. A reflection of the dedication, service and leadership Michele O'Connor displayed during her tenure at Temple University, this annual award recognizes individuals like Michele who have provided extraordinary support to advancing and significantly impacting Advising mission and goals.

Candidates for the **Michele O'Connor Advising Service** are expected to meet the following criteria:

- Must be in current position for at least two years
- Has not been a winner of the award within the past five (5) years
- Demonstrates a high level of service and effort to improve advising and/or enriching the undergraduate advising experience
- Evidence of a caring and nurturing attitude towards undergraduate students and the advising community, as reflected in service efforts designed to have a significant impact on individuals, programs, and/or campus operations

**Outstanding Advising Program Award:** Recognizes one college-specific or cross-departmental program that documents innovative and/or exemplary practices resulting in improvement of academic advising services.

Examples include but are not limited to programs involving the administration and organization of advising, *advising models, advisor training, uses of technology, advisor evaluation, program evaluation, programs serving specific populations: adult learners, at-risk students, undecided students, student athletes, and graduate students.*

**Eligibility:**

1. The program must have been operational for three or more years (time frame may include pilot period). Data to substantiate program effectiveness must be included with the submission. Programs lacking data to substantiate at least three years of program effectiveness will not be evaluated.
2. Previous Program Award Winners or Certificates of Merit recipients are eligible ONLY if three years have elapsed since their selection and the program has been significantly modified or altered.

**Criteria:**

Evidence of an outstanding program will include (but are not limited to), the qualities listed below. In addition, program description, suitability for dissemination, and adherence to program guidelines are key factors in selection.

1. **Innovative Quality** — Represents new approaches to effective academic advising. If a program has been implemented elsewhere but is new to an institution, it is eligible.
2. **Creativity** — Demonstrates creative use of resources (human, fiscal, and physical) in the delivery of academic advising services.
3. **Currency** — Addresses current problems and issues in academic advising.
4. **Institutional Commitment** — Demonstrating commitment to advising throughout the institution.
5. **Impact** — Providing definitive evidence of positive student and/or institutional outcomes.
6. **Transferability** — Applicable to a wide variety of college/departments.

## **Application Process**

Beginning this year, nominations will be replaced by an open application process. Advising directors, advisors, undergraduate deans, faculty members, and department chairs are urged to identify candidates worthy of consideration for these awards, and support and encourage them to apply.

### **Required Documentation for Outstanding Advising Awards:**

1. Statement of advising philosophy/practice
  - For the categories of 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: [NACADA advising philosophy](#) and [NACADA core values](#)
  - For the category of Advising Administrator, provide a brief overview of your advising philosophy (approximately one paragraph) and 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.
2. A summary of recent advising and/or professional development, including within your advising unit, more broadly within the Temple advising community, and external. Please limit to activities that pertain directly to academic advising (advising/department workgroups or committees, ADC or AAG committees, conference presentations, mentoring, etc.). Please include timeframes to distinguish current from past activities.
3. No more than three (3) letters of recommendation to support your application. Members of the selection committee may not serve as recommenders. You are strongly encouraged to seek letters of support from the following:
  - An advising colleague, faculty member, or administrator from within or outside your department/unit with whom you have worked closely and/or collaborated
  - A student
  - Another student or colleague of your choosing to best exemplify your advising work and impact

### **Required Documentation for Michele O'Connor Service Award:**

1. Resume of accomplishments promoting service and support to students and/or the Temple advising community
2. No more than three (3) letters of recommendation to support your application. Members of the selection committee may not serve as recommenders. Please feel free to choose from the following list, but select no more than two from any category: Peer/colleague, university administrator, direct supervisor, faculty member, or student.

### **Required Documentation for Outstanding Advising Program Award:**

Program write-up of no more than 2,500 words in length and organized in the following format:

1. Program description
2. Program development (how, when, and why the program was developed, including problems encountered, organizational concerns, budget, and other practical considerations)
3. Goals and objectives
4. Procedures used in program evaluation (quantitative and/or qualitative)
5. Results/outcomes (impact on students, department and/or the institution)
6. Potential for adaptation by other units/departments/universities

### **How To Apply**

Applications for all award categories along with all supporting documentation should be submitted using the Forms below. Letters of recommendation should be uploaded directly from the recommenders using this Form.

[2021-2022 Academic Advising Awards Form](#)

2021-2022 Advising Program Award Form (coming soon)

**Deadline for submission of all required documents: April 15<sup>th</sup>, 2022**

### **Selection Committee**

The Selection Committee includes three standing members (2-year terms) and award recipients from a previous year.

**For questions, please contact Michael Lawlor, Office of Undergraduate Studies, 215-204-8580 or [michael.lawlor@temple.edu](mailto:michael.lawlor@temple.edu)**