

COLLEGE OF EDUCATION  
& PROFESSIONAL STUDIES

OUTSTANDING ADVISING AWARD

Application Instructions

Application Deadline: 4:00 pm May 1 *(or the nearest business day if May 1 falls on a weekend)*

All applications, including supporting materials, must be received **electronically** in the Office of the Associate Dean by the application deadline. Please submit your application using this form: [https://uwwhitewater.co1.qualtrics.com/jfe/form/SV\\_9mMceriRN8nfi5w](https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_9mMceriRN8nfi5w)

*Notes: 1) Please do not submit this application unless the Office of the Associate Dean informs you that you have been nominated by a student for this award. 2) Only complete applications will be reviewed by the Faculty & Staff Awards committee*

**Award requirements:** COEPS full-time faculty and academic staff with at least three years of academic advising experience at UW-Whitewater are eligible to apply for this recognition upon being nominated by a student and notified by the Associate Dean of the College of Education and Professional Studies. Students are invited to nominate faculty/academic staff members for the Outstanding Advising Award in both fall and spring semesters. Upon receipt of these nominations, the Associate Dean contacts eligible faculty/academic staff members to invite them to apply for the award following the guidelines detailed here. Persons previously selected for this award are eligible for consideration again when two years have lapsed since their award conferral.

**Alignment with the University Advising Award:** This application is aligned with the university-wide process to recognize outstanding faculty & instructional academic staff who are academic advisors. The highest rated faculty / instructional academic staff applicant for this award will be forwarded to the University Academic Advising Award as the COEPS nominee for the university-level award.

### **Submission of Application Materials**

1. Personal narrative on advising activities and evidence of excellence in advising (no more than 2 pages).
2. Statement of advising philosophy (no more than 1 page).
3. Advising summary including resume or vita limited to advising related activities and current position (see criteria).
4. Letters of support (four total)
  - Letter of support from department chair and/or other faculty/academic staff or advising staff.
  - Two letters of support from current or former advisees or alumni (indication of advising success)
  - Letter of support from Chair of College Award Committee or College Advising Coordinator

Applications will be evaluated according to the criteria listed below. Applicants are encouraged to share the criteria with anyone providing a letter of support.

### **Criteria**

The criteria for this award include a commitment to advising and student success as well as demonstrated excellence in advising which may be addressed in both the narrative or advising summary.

### **Participation in individual advising (which may include):**

- Annual number of advisees (identify if part of load, required each term by department, and if advising holds are utilized)
- Availability to advisees
- Frequency/methods of contact with advisees

- Appropriate referral activity
- Use and dissemination of appropriate information sources
- Supportive attitude toward advisees
- Participation in and support of advising interventions
- Monitoring of student progress toward academic and career goals
- Mastery/understanding of:
  - Institutional regulations, policies, and procedures
  - Academic record interpretation
  - Curriculum
  - Credit transfer issues
- Programmatic advising (course planning and scheduling, time to degree planning, graduate degree audit)
- Developmental advising (discipline related planning, career advising, post graduate preparation)

**Participation in group advising activities/events (which may include):**

- Organization/participation in department/unit group advising or convocations
- Participation in advising activities beyond departmental advising responsibilities such as serving as a University Master Advisor, College Master Advisor at Warhawks SOAR (Student Orientation, Advising, and Registration) sessions/Transfer sessions, as a student organization advisor, etc.
- Development/maintenance of advising support materials (advising check sheets, advising informational handouts, digital information)

**Participation in Professional Development Opportunities (which may include):**

- Participation in advising professional development activities and programs
- Participation in professional advising organizations
- Advising related honors or awards

**Participation in Advising Assessment (which may include):**

- Development or implementation of assessment strategies
- Perception by colleagues and advisees of nominee's advising skills
- Advisee evaluations (if available)