**Award Categories**

**Seasoned advisors**
(3 or more years advising undergraduate students):

- **Academic Advising-Primary Role**
  Individuals whose primary role at the institution is the direct delivery of advising services to students.

- **Faculty Academic Advising**
  Individuals whose primary responsibility is teaching and who spend a portion of their time providing academic advising services to students.

- **Academic Advising Administrator**
  Individuals who may provide direct academic advising services but whose primary responsibility is as an administrator or director of an academic advising program.

**New advisors**
(less than 3 years advising undergraduate students):

- **Academic Advising-Primary Role**
  Individuals whose primary role at the institution is the direct delivery of advising services to students.

- **Faculty Academic Advising**
  Individuals whose primary responsibility is teaching and who spend a portion of their time providing academic advising services to students.

The Student Success Center building is connected to the back of Perry Library. Entrance into the Student Success Center is available through the Library or through the Student Success Center’s main entrance which faces the 43rd Street parking garage.

**Connect with the Student Success Center!**

- [http://www.odu.edu/ao/successcenter/](http://www.odu.edu/ao/successcenter/)
- [https://www.facebook.com/ODUStudentSuccessCenter](https://www.facebook.com/ODUStudentSuccessCenter)

**Advising AWARDS**
The Advising Awards program has been developed under the leadership of the Office of Advising and Transfer Programs in Academic Enhancement and with input from faculty advisors representing the academic colleges. Only those who successfully complete the Master Advisor Certificate program are eligible for nomination to the annual Old Dominion University Academic Advisor of the Year Awards. The winners of the ODU Advisor Awards will then be nominated for the Region 2 National Academic Advising Association’s (NACADA) Award as well as the national competitions.
1. Any individual serving as an academic advisor, faculty academic advisor, or advising administrator and employed by a regionally accredited post-secondary institution may be nominated. NACADA membership is not required.

2. Current members of the Board of Directors and Council are not eligible for consideration for these advising awards. After the member’s term of office is over, s/he may then be eligible for consideration.

3. Previous Outstanding Advising Award winners are not eligible. Previous Certificates of Merit recipients are eligible only if a minimum of 5 years has elapsed since the certificate was awarded and the nomination contains substantial new information.

4. Previous Outstanding New Advisor Award winners or Certificate of Merit recipients may be considered for Outstanding Advising Awards or Certificates of Merit if a minimum of five years has passed since receiving the original award.

5. Nominees for the Outstanding Advising Administrator Awards must have served as an advising administrator for a minimum of three years.

Note: Only one nominee per category from each academic college or unit will be considered.

Eligibility

Evaluation Criteria

The Selection Committee will evaluate nominations on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor, faculty advisor, or advising administrator. Such evidence may include:

- Strong interpersonal skills
- Availability to advisees, faculty, or staff
- Frequency of contact with advisees
- Appropriate referral activity
- Use and dissemination of appropriate information sources
- Evidence of student success rate, by advisor or department
- Caring, helpful attitude toward advisees, faculty and staff
- Meeting advisees in informal settings
- Participation in and support of appreciative advising to build strong relationships with advisees
- Monitoring of student progress toward academic and career goals
- Mastery of institutional regulations, policies, and procedures
- Ability to engage in, promote, and support developmental advising
- Evidence that the advising program reflects the standards of good practice in the CAS Standards for Academic Advising
- Evidence of administering an academic advising program that supports NACADA’s Core Values
- Participation in and support of advisor development programs
- Perception by colleagues of nominee’s advising skills
- College or departmental recognition of nominee for outstanding advising

Submission Procedures

Nominations must contain adequate factual or narrative material that describes the extent to which an individual meets the awards criteria. Include the following items and use objective data to support the nomination.

- A completed Nomination Form
  http://www.odu.edu/facultystaff/advising/resources/master-advising-certificate-program

- A summary of the nominee’s qualifications
  In this key piece, the nominator should summarize the extent to which the nominee meets the award criteria, citing letters of support, data, or other materials illustrative of exemplary performance as an academic advisor or a faculty advisor.

- Nominee resume or vita
  - Please limit entries to material that pertains directly to academic advising, presenting relevant information from the nominee’s overall resume/vita.
  - Please include a current job position description or list of job responsibilities.

- Nominee’s personal statement on advising

- Appendices which support the summary such as:
  - Representative materials developed by the nominee
  - Letters of support from advisees, colleagues, and administrators
  - Other pertinent information from nominator

Note: Appendices should be limited to not more than 20 pages (20 sheets of paper printed front and back).

Deadline for nominations is November 1, 2014.
Please submit nominations to:
Sandra M. Waters
Student Success Center
smwaters@odu.edu