

# FLORIDA GULF COAST UNIVERSITY

## FGCU Excellence in Advising Award

### Advising Excellence Award

FGCU presents advising excellence awards on an annual basis. These awards include:

**Senior Advisor Excellence Award:** Current in-unit faculty (as defined in the Collective Bargaining Agreement) with at least one Fall and one Spring term of advising experience at FGCU with the classification of Advisor II or Advisor III are eligible for this award.

**Junior Advisor Excellence Award:** Current in-unit faculty (as defined in the Collective Bargaining Agreement) with at least one Fall and one Spring term of advising experience at FGCU with the classification of Advisor I are eligible for this award

### Award

- Each award recipient receives a cash award.
- Each award recipient receives a designated reserved parking space.
- Each recipient receives a medallion on a green ribbon signifying excellence in advising. The Medallion may be worn at commencement and other academic events.
- Each award recipient receives an excellence certificate.
- Award recipient's names are engraved on a general Excellence in Advising Award plaque that is placed in the Provost's office. This plaque includes the names of all prior award recipients.

### Nomination Process

Advising Excellence Award criteria are announced by the Provost's Office at the beginning of the academic year. The Provost's Office issues an official call for nominations by the end of September. All nominations shall be submitted to the Provost's Office by the third Friday in November. Nominations must come from individuals with direct knowledge of the nominee's qualifications in advising. Nominations from advising, college administrators and faculty are encouraged. Previous advising award winners are not eligible to receive an advising award in the same category for a period of five years.

The one-page nomination letter must include:

- How the nominator knows the nominee (relationship between the nominator and nominee).
- How long the nominator has known the nominee.
- How the nominee meets the award criteria.

### Documentation

Candidates for the advising award prepare a portfolio. The deadline for submission is 9:00 a.m. on the first Monday in February. All documentation must be single-spaced for consistency. Portfolio materials should be prepared and submitted as follows:

- Table of Contents
- Letter of nomination (copy provided by the Provost's Office)
- A bulleted list of pertinent activities related to advising (single spaced, 2 pages maximum)
- Reflection of professional growth & development over time in area of advising (single spaced, 5 pages maximum)

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- Four letters of support:
  - Two letters must be from students regarding advising style and effectiveness.
  - Two letters must be from colleagues (peers, faculty, administrators) describing perceptions of nominee's skills in advising and/or advising administration.

Letters should identify the time period the person writing the letter has known/worked with the nominee. The date written and the signature of the supporter must be included in the letter.

Candidates must also submit their portfolio including all aforementioned materials in digital format. Materials should be scanned into a PDF file and submitted with the portfolio via Canvas. Candidates are asked to combine all scanned materials into a single PDF and submit as such. Items that cannot be scanned into a file, e.g. books, video, works of art, etc. can be submitted in the traditional format and should be mentioned in the digital portfolio.

### Selection Committee

The Excellence in Advising Award Selection Committee convenes in December. Once convened by the Provost's Office, the committee will elect a chair from committee membership. The chair of the selection committee does not vote unless there is a tie. A nominee for the Excellence in Advising Award is not eligible to serve on the Excellence in Advising Award Selection Committee.

Members of the selection committee include:

- Representative from the Provost's Office, non-voting
- One University wide representative from a Non-Advising office, for example Center for Academic Achievement, Office of Admissions, Office of the Registrar, Testing Center
- One recipient of Excellence in Advising award (if no recipient is available, an at-large in-unit faculty Academic Advisor)
- Representative from Student Government

At the end of each award cycle, the award selection committee should review the nomination, documentation, and award selection process and, if appropriate, present recommendations in writing (with associated recommended revisions to guidelines) to the president of the Faculty Senate, the AVP of University Advising Services, the Provost, and the chair of any Faculty Senate ad hoc committee charged with reviewing award processes.

### Award Evaluation Criteria

The rubric for evaluation is on a 4-point scale ranging from 0-3, where 0 is not evident or NA, 1 is partially evident (marginal), 2 is evident (acceptable) and 3 is fully evident (exemplary). Evidence of the following criteria is evaluated:

- Strong interpersonal skills
- Availability to advisees, faculty, or staff in a variety of settings
- Use and dissemination of appropriate information sources
- Communicate ideas and information to promote student success
- Caring, helpful attitude toward advisees, faculty, and staff
- Proactive monitoring of student progress toward academic and career goals, facilitating strong relationships with advisees
- Comprehensive understanding of institutional regulations, policies, and procedures
- Ability to engage in, promote, and support holistic advising

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- Participation and support of advisor development programs
- Perception by colleagues of nominee's skills in advising and/or advising administration

The Selection Committee reserves the right not to give out an Excellence in Advising Award if nominees fail to satisfy minimal eligibility requirements. The Selection Committee has the right to extend the application period if needed. Award nominees must be notified by the committee chair if an award is not given.

### Award Announcements

All awards are announced at the Celebration of Excellence and are kept confidential until that time. The winners of the awards will be announced to the University Community via an all faculty/staff email, as well as on the FGCU website. Names of winners who have been decided upon by the award selection committee shall be submitted to the Provost's Office by March 30th

**Key Dates (if a date falls on a holiday, the due date will be the next business day)**

Third Monday in September	Provost's Office sends out first official call for nominations to faculty, staff, and students
First Friday in November	Provost's Office sends out final call/reminder for nominations
Third Friday in November 5:00 p.m.	Deadline for all Excellence Award nominations
First Monday in December	Provost's Office convenes the Service Excellence Award Selection Committee
First Monday in February	Nominee Materials due via online submission by 9:00 a.m.
<b>March 30<sup>th</sup></b>	Submission of Winners' Names
<b>Mid-April</b>	Celebration of Excellence Awards