



2020 Outstanding Advising Administrator Award

The Outstanding Advising Administrator Award recognizes the accomplishments of an individual who serves as an administrator or director of an academic advising unit.

Award recipients will be notified in mid-September and will be honored at the Advisor Recognition and Awards Program on Thursday, September 24, 2020.

Please note that award recipient packets will be sent forward as nominations for the NACADA Region 5 Awards. Awardees will be guided through this process in the fall.

Nomination packets must include the following:

Contact Information

Name of nominee: _____

Department of nominee: _____

Years nominee has been at MSU: _____

Name of nominator: _____

Nominator's phone number: _____

Nominator's email: _____

Department of nominator: _____

Nomination Letter (*maximum 3 single-spaced pages*)

This letter is to be written by the nominator and should include factual or narrative material to demonstrate how the individual has demonstrated qualities associated with outstanding administrative leadership. It should show, through specific examples, the impact they have had on staff, students, and the advising community (see attached "Guidance for Colleague/Supervisor Recommenders" and "NACADA Core Values" documents).

Letters of Support (*maximum 2 single-spaced pages each*)

Please provide two letters of support

- One letter from an individual who reports directly to the nominee (see attached "Guidance for Colleague/Supervisor Recommenders" and "NACADA Core Values" documents).
- One letter from one of the following individuals: colleague, employee, or supervisor (see attached "Guidance for Colleague/Supervisor Recommenders" and "NACADA Core Values" documents).

Submission Instructions:

- Email one PDF copy of the nomination packet to Charles Jackson at jacks252@msu.edu using the subject line: Outstanding Advisor Award
- **Nomination deadline:** Friday, August 7, 2020 at midnight

Academic Advising Awards: Guidance for Colleague Recommenders: Administrator

The guidelines in this document are intended to help in writing quality letters. The criteria detailed here aligns with the criteria on which candidates will be evaluated. The [NACADA website](#) also provides additional resources and tips for writing strong letters of support.

Letter of nomination and letters of support should provide evidence of:

- Consistent, sustained commitment to academic advising
- Substantial impact on student, department/unit, and/or campus community success outcomes
- Noteworthy actions which demonstrate a remarkable level of caring for the success and personal well-being of direct reports, colleagues, and students
- The three NACADA core values of *commitment*, *empowerment*, and *caring*, are elements by which substantial and noteworthy behavior by exceptional advising administrators can be measured.
 - The remaining core values are integrated, by default, into *commitment*, *empowerment*, and *caring*, as an advisor cannot demonstrate evidence of those elements without *professionalism*, *integrity*, *inclusivity*, and *respect*.

Commitment

Academic advisors value and are dedicated to excellence in all dimensions of student success. Advisors are committed to students, colleagues, institutions, and the profession through assessment, scholarly inquiry, life-long learning, and professional development.

Empowerment

Academic advisors motivate, encourage, and support students and the greater educational community to recognize their potential, meet challenges, and respect and express individuality.

Caring

Academic advisors respond to and are accessible to others in ways that challenge, support, nurture, and teach. Advisors build relationships through empathetic listening and compassion for students, colleagues, and others.

Examples of evidence of exceptional and impactful advising administration:

- Attend conferences/professional development opportunities, strong engagement in professional community
- Serve on committees/working groups on campus and beyond campus
- Produce scholarly work to benefit the advising community
- Provide resources to assist students needing immediate support (ie. crisis situations, medical withdrawals)
- Creation of innovative tools/programming to assist students in academic growth/success
- Evidence of departmental growth and development, including successful initiatives, implementations or enhancements, brought forth under the direction of the advising administrator
- Promotion and support of advisor and staff training and development opportunities
- Collaboration in office/unit and/or with campus partners to create student success initiatives/programming or to update current policies/procedures
- Contribution to changes in current policies and procedures to improve advising and student success outcomes
- Caring, helpful attitude toward students, direct reports, and other campus colleagues
- Ability to engage in, promote, and support developmental advising
- Perception by colleagues of nominee's advising administration skills
- Advocates for students, advisors, and advising in the MSU community
- Serve as a resource for faculty

**Some information/examples adapted from outstanding advising awards criteria, as defined by the Michigan Academic Advising Awards Association (MIACADA) and National Academic Advising Awards Association (NACADA).*



CORE VALUES



The **NACADA Statement of Core Values** reflects the many cultural and educational contexts in which academic advising is practiced globally. A diverse, globally represented task force in conjunction with the input of NACADA members contributed to the creation of the statement. By virtue of this process, this document represents the Core Values of the academic advising profession as a whole. These values apply to all who perform academic advising by any role, title, or position as educators at their institutions.



While nations, institutions, and students will offer unique circumstances, the Core Values provide guidance to academic advisors in their professional lives. Academic advisors are committed to the students they advise, their institutions, their professional practice, and the broader advising and educational community. There may be times when balancing all Core Values equally is not possible. In those instances, academic advisors are encouraged to reflect and engage other academic advising professionals in a dialogue to resolve any conflict to the best of their ability.



The Statement of Core Values is reviewed periodically to ensure its alignment with current professional practices, competencies, and philosophies. NACADA: The Global Community for Academic Advising encourages institutions to adopt the Statement of Core Values and support the work of those who provide academic advising.