

**MU'S EXCELLENCE IN ADVISING
AWARD NOMINATION FORM**

ELIGIBILITY REQUIREMENTS

Any MU full time equivalent faculty or staff member involved in the direct delivery of advising services as part of their job responsibilities to MU undergraduate students can be nominated. The nominee need not be an Advisors Forum member.

NOMINEE

Name _____ Telephone _____

Position Title _____ College/Department _____

Campus Address _____

Supervisor/Chair _____ Telephone _____

NOMINATOR - May be a student, alumni, administrator, department head/chair, supervisor, faculty member, or colleague.

Name _____ Telephone _____

Professional Relationship to Nominee _____

College/Department _____

Campus Address _____

E-mail Address _____

If the nominee requests to see the nomination packet (after the awards ceremony), do we have your permission to let them review it? Yes No

Signature of Nominator _____ Date _____

COMPLETED NOMINATION MUST INCLUDE:

1. A nomination form signed by the nominator, including a one-page summary or letter including the following:
 - a. How is the nominee involved in the advising of students?
 - b. How does the criteria and/or measurements (subjective and objective) determine that this person should be nominated for the award?
 - c. Examples of specific characteristics that qualify this person for this award. In what ways has this person demonstrated these characteristics?
 - d. What contributions has the nominee made to the campus advising program, as well as to individual student growth and development?
2. In addition, the nomination packet must include exactly three letters of support in addition to the nominator's summary or letter. One letter must be from a current or former undergraduate student.
3. **NOTE: Incomplete or late nominations will not be reviewed.**

Nominations must be submitted by February 27, 2009 to one of the following locations:

**107 Lowry Hall
College of Agriculture, Room 2-64 Ag Building
College of Business, 111 Cornell Hall
College of Education, 102 Hill Hall**

If you would like help in verifying eligibility, initiating a nomination or assistance with letters of support, contact a member of the Awards Committee: Kristina Wright, 882-4112

MU'S EXCELLENCE IN ADVISING AWARD

Help us select two full time equivalent advisors who make a difference in the lives of undergraduate students at the University of Missouri-Columbia.

GOAL

To recognize two individuals (one MU faculty member and one MU staff member) who have demonstrated the qualities associated with outstanding undergraduate student advising. Please refer to the Advisors Forum Mission Statement on the homepage at www.missouri.edu/~advisors.

AWARD

The two individuals selected will each receive a \$1,000 award and a plaque. Support for each award has been provided by Advisors Forum, Total Person Program, Office of the Provost, General Education Program, and the University Club.

SELECTION COMMITTEE

Five outside reviewers (two MU students, two MU retirees (faculty/professional advisors) and one MU administrator) who are not members of Advisors Forum will constitute the Selection Committee.

CRITERIA

The Selection Committee will evaluate nominations on the evidence of effective advising qualities and practices that distinguish the nominee as an outstanding advisor. Such evidence may include, but is not necessarily limited to, the following:

- Demonstration of a caring attitude toward students
- Effective interpersonal skills
- Monitoring of student progress toward academic and life goals
- Mastery of institutional regulations, policies, and procedures
- Ability to engage in developmental advising (career and life planning)
- Behavior designed to build a strong relationship with students
- Availability to students and other advisors
- Frequency of contact with students
- Seeking out students in informal settings
- Use of appropriate referrals
- Attendance and support of advisors' developmental programs
- Perception by colleagues of nominee's advising skills

The nominee must be involved in the direct delivery of advising services as part of his/her job responsibilities to MU undergraduate students.

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Kristina Wright, 882-4112