

**Grand Valley State University**  
**University Academic Advising Council - Outstanding Advising & Student Services**  
**Award Nomination Guidelines**

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**University Outstanding Academic Advising and Student Services Award**

During the 2007-2008 academic year, Provost and Vice President for Academic Affairs Gayle Davis authorized an annual Outstanding Academic Advising and Student Services Award. The guidelines for nomination and selection of candidates for this award are as follows:

- a. The University Outstanding Academic Advising and Student Services Award is given by the Provost and Vice President for Academic Affairs for outstanding academic advising and service to students. It is specifically separate from awards granted for outstanding research, teaching or other accomplishments.
- b. The University Academic Advising Council Awards Sub-Committee will select and recommend one faculty member and one administrative professional as recipients to the Provost. Sub-Committee members will be elected by the Academic Advising Council. The Sub-Committee membership will be a minimum of 3 Academic Advising Council members, 1 faculty member and 1 student.
- c. Members will serve two-year staggered terms . (3 members selected in odd years, 2 in even years.)
- d. Nominations for the award may come from faculty, administrative professionals, unit heads, supervisors, or students. Self-nominations are not accepted. Members of the Sub-Committee may not nominate candidates for the award, nor are they eligible for the award if nominated while serving.
- e. Only tenure track faculty or affiliate faculty are eligible. All Administrative Professional Staff at the University are eligible.
- f. An individual may not receive the award more than once every ten years.
- g. For Faculty nominations, nominators should contact their college dean's office to inquire about internal deadlines for nominations and materials to be submitted to the college dean's office for review. The **original and five copies** of the **nomination form** and all supporting materials are due at the Advising Resources and Special Programs office by **October 15**. Advising Resources office, STU 200.
- h. For Administrative Professional nominations, nominators should contact their appointing officer/dean's office to inquire about internal deadlines for nominations and materials to be submitted to the appointing officer/ dean's office for review. The **original and five copies** of the **nomination form** and all supporting materials are due at the Advising Resources and Special Programs office by **October 15**. Advising Resources office, STU 200.
- I. It is the responsibility of the nominator to assemble and submit the following material in support of the nomination to the Advising Resources Office, STU 200, Attention Chair of the Awards Sub-Committee. Submit materials in the following order:
  - i. Completed nomination form. **Nomination Form** signed by the nominator and the direct supervisor of the nominee.
  - ii. Curriculum vitae.
  - iii. Three letters of support from colleagues, who are not committee members, who have knowledge of the nominee's ability of advising and serving students. One letter may come from the nominator. The letters should address the criteria for the award.
  - iv. Three letters of support from students who are currently enrolled. The letters should address the criteria for the award.
  - v. Nominator's written Summary of Nominee's Qualifications. 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 advisor or student services provider.
- j. All nomination materials may be sent via inter-campus mail. The Sub-Committee will send an e-mail confirmation to the nominator upon receipt of all materials..

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- k. The Chair of the Academic Advising Council convenes the Sub-Committee. The Sub-Committee will forward the names of the recommended recipients to the Provost by **December 15**. The Provost will inform the recipient/s of his or her selection. The Advising Resources and Special Programs Office will inform nominees who are not selected.
- l. The faculty member who wins the Outstanding Advising and Student Services Award will receive recognition at the annual Faculty Awards Convocation held in February and receive \$500 to apply to research or attendance at an academic conference. The administrative professional staff member who wins the Outstanding Advising and Student Services Award will receive recognition at the annual Administrative Professional Awards Luncheon held in April and receive \$500 to apply to research or attendance at an academic conference. There will be only one award of \$500 for a faculty member and one award of \$500 for an Administrative Professional made each year. The unit head or supervisor will monitor use of the \$500 Award.

**Award Criteria:**

The Selection Committee will evaluate nominations on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor or student services provider. Such evidence may include:

- Strong interpersonal skills
- Availability to advisees/students, faculty, or staff
- Frequency of contact with advisees/students
- Appropriate referral activity
- Use and dissemination of appropriate information sources
- Caring, helpful attitude toward advisees/students, faculty, and staff
- Meeting advisees/students in informal settings
- Participation in and support of Freshman Summer Orientation and/or Transfer Student Orientation sessions, and/or the Transitions Academic Modules
- 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 of academic advising that supports the GVSU Advising Mission
- Participation in and support of advisor development programs
- Perception by colleagues of nominee's advising skills