UNIVERSITY OF SOUTH FLORIDA
2018-2019 OUTSTANDING UNDERGRADUATE
ACADEMIC ADVISING AWARDS GUIDELINES

A. STATEMENT OF GOALS:
Exemplary academic advising positively impacts the success of undergraduate students. The goal of the Outstanding Undergraduate Academic Advising Award program is to recognize and encourage the excellence, innovation and effectiveness of professional academic advisors in their contributions toward undergraduate Student Success at USF.
Up to six winners will be selected as recipients of the Outstanding Undergraduate Academic Advising Award, with each winner awarded $2,000.

B. ELIGIBILITY:
1. Any individual currently employed by USF in a professional undergraduate academic advising role with a full-time appointment (1.0 FTE) to that role which began on or before the beginning of the 2018-2019 academic year may apply or be nominated. This only includes job codes 9503, 4424, 4425, 4426, and 4427.
Consideration will also be given to part-time professional advisors (minimum .50 FTE) who have been identified as particularly successful with special populations including but not limited to first-year populations, at-risk populations, or others.
2. Previous recipients of the Advising Award are not eligible for nomination if they received the award during the previous three years, or if they have received the Advising Award twice. Once three years have elapsed after receipt of the first award, the individual may again be nominated.

C. SPECIFIC CRITERIA FOR SELECTION OF CANDIDATES:
The evaluation process will consider evidence of the applicant’s distinguished commitment to excellence in academic advising. Such evidence may include:
• Demonstrated commitment to excellence in undergraduate advisement as exemplified by the development of new approaches or programs designed to ensure student progression and success, e.g., 1st-year retention, 4-year graduation, D/F/W rates, etc. (added value will be given to the success of advisement with special populations, such as first generation, underrepresented minorities, low-income, veterans, male students, etc.);
• Documentation of the advisor's outreach to students, e.g., special workshops, targeted programming, nudge campaigns, etc.;
• Contributions to the scholarship of academic advising;
• Exemplifying collaborative spirit through intentional efforts to partner with offices outside of their home unit, including community partners across Tampa Bay and the state.

D. DESIGN OF APPLICATION AND SELECTION PROCESS:

Applicants self-nominate for the award and submit electronic materials (e.g., (a single ZIP or PDF file, or a collection of electronic files). Materials can include hyperlinks to web-based materials, photographs, or screenshots as part of the application’s documentation. The application materials can use selections from the candidate’s advising ePortfolio.

Required application materials:

• A cover sheet with the name, rank or title, and unit of the candidate;
• A copy of the applicant’s resume;
• An academic advising philosophy prepared by the candidate addressing each of the four following questions (400-600 words each):
  1. Why am I an academic advisor?
  2. What advising approaches and/or theories do I use with students?
  3. How do I work to fulfill my institution’s and my unit’s stated mission and goals?
  4. How do I know I’ve made a difference in the lives of my students?
• Narrative with evidence of the impact of student engagement outreach including, but not limited to: academic skills workshops, career exploration/development, interventions with at-risk populations, enrichment for high-performing populations, etc.
  o Must include the event/program/initiative’s intent and design.
  o Must include program evaluation/assessment, particularly evidence of an improved quantitative metric such as 1st-year retention, 4-year graduation, lower D/F/W rates, lower excess credit hours/hours-to-degree, etc.
• Narrative of the impact of a candidate’s academic advising practice (e.g., degree planning, course or major selection, etc.) on student experience & success.
  o Must include direct feedback from students, such as student satisfaction survey data (certified by a supervisor or advising lead), and/or qualitative information (e.g., personal notes, emails, etc.).
• A bulleted list of involvement and engagement within the College and around the
USF campus community (e.g., committee work, living-learning communities,
sponsorship/leadership of student groups, volunteering at campus events, etc.).
Include 1-2 sentence description of each item.

• A bulleted list of activities for professional growth and/or contributions to the
scholarship of academic advising, such as involvement in graduate programs,
conference attendance, delivering conference presentations, providing training for
peers/other professionals, published research/articles/blogs, webinars, etc. Include
a 1-2 sentence description of each item.

• Three one-page letters of recommendation from supervisors and peers (Letters of
recommendation from students, current or former, should not be included.):
  o One letter from the applicant’s immediate supervisor (the applicant must
    enclose a second supervisor letter of support from their college’s lead
    advising administrator if the supervisor is not the lead advising
    administrator for a total of four letters);
  o one from a peer or faculty partner from within the applicant’s unit; and
  o one from a peer in the USF community outside of the applicant’s unit.

• The application packet (exclusive of cover page) may not exceed 25 single-sided,
double-spaced pages.

Documentation for advising award applications should focus on activities directly related
to academic advising during the 2018-2019 academic year only.

E. TIMELINE FOR SUBMISSION AND AWARDING PROCESS:

Nominations will be submitted by applicant to the Provost’s Office (Attn: Madeleine
Hershberger, mhershberger@usf.edu) no later than Friday, October 4, 2019. All
nominations will be reviewed by a committee appointed by the Provost in consultation
with the Dean of Undergraduate Studies and chaired by the Assistant Dean of Advising
and Analytics or designee. At least one undergraduate student and one previous award
winner will serve on the committee.

The committee will make recommendations for awards to the Provost by October 21,
2019. Notifications of the winners will be sent via email from the Office of the Provost;
regrets will be sent by email at the same time. The Provost will announce the award
recipients at a November 14, 2019 Awards Banquet.