

2021-2022 Academic Advising Awards

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Awards Guide

Award Submission: This document includes a description, eligibility criteria, and application requirements for each Advising Leadership Council (ALC) award. Candidates should review this guide before submitting their application- each award includes the information and materials you will need to prepare and submit. ***All documents must be submitted in PDF format.***

Award Application: http://ucf.qualtrics.com/jfe/form/SV_bj9LhQ5BtESMSYm

Application Deadline: October 18, 2021 at Noon

Questions? Contact Rex Roberts (Chair, ALC Awards Subcommittee):
Rex.Roberts@ucf.edu

UCF Academic Advising Awards Webpage:
<https://academicsuccess.ucf.edu/ssa/academic-advising-awards/>

****Award winners will be announced at the December 9, 2021 AEP Meeting****

NACADA Outstanding Advising Administrator Award

You are invited to apply for the NACADA Outstanding Advising Administrator Award nomination, sponsored by the UCF Advising Leadership Council (ALC). The purpose of this award is to recognize, appreciate, and celebrate outstanding advising administrators at UCF. These are individuals who may provide direct academic advising services but whose primary responsibility is as an administrator or director of an academic advising program.

Nominations:

Advising Administrators at UCF who have made an outstanding contribution(s) are invited to apply. The candidate chosen for this nomination will be announced at the December Advisor Enhancement Program (AEP) meeting and will become UCF's candidate for the **Global and Region 4 NACADA Advising Administrator Award**.

Award Eligibility Criteria

- Individuals who may provide direct academic advising services but whose primary responsibility is as an administrator or director of an academic advising program. ***Nominees must have a minimum of 3 years (36 months) in advising administration with at least 50% of their duties dedicated to advising administration.***
 - Award eligibility is determined according to NACADA's 2022 application deadline of March 2022. *Nominee must have started in an administrator role March 2019 or earlier.*
- Current members of the NACADA Board of Directors and Council are *not* eligible for consideration for this award. After the member's term of office is over, s/he may then be eligible for consideration.
- Previous Outstanding New Advisor or Outstanding Advising Award winner or Certificate of Merit recipients may be considered for the Administrator Award if a minimum of five years has passed since receiving the original award.
 - Award eligibility based on NACADA's 2022 Award Year. Outstanding New Advisor and Advising Award winners would be ineligible for the Administrator award if they won their respective NACADA awards between 2017 and 2021.
- The Selection Committee will evaluate candidate on the evidence of qualities and practices that distinguish the candidate as an outstanding advising administrator. Such evidence may include:
 - Strong interpersonal skills
 - Evidence of administering an academic advising program that supports [NACADA's Core Values](#)
 - Evidence that the advising program reflects the standards of good practice in the [CAS Standards and Guidelines for Academic Advising](#)
 - Testimony by colleagues of nominee's advising administration skills and/or performance
 - Institutional recognition of nominee for outstanding advising or advising administration
 - Evidence of successful collaboration with other academic or student support units on campus

- Participation in larger campus or higher education initiatives related to the efficacy of academic advising
- Ability to engage in, promote, and support advising grounded in sound theory, research, and educational practice
- Participation in and support of advisor development programs
- Evidence of student success rate, by advisor or by department, within the purview of the advising administrator
- Evidence of departmental growth and development, including successful initiatives, implementations, or enhancements, brought forth under the direction of the advising administrator
- Caring, helpful attitude toward students, direct reports, and other campus colleagues

View the NACADA Advising Administrator Award Rubric [here](#).

Application Requirements

NACADA Outstanding Advising Administrator

PART A – *will enter information on application*

- Candidate Name
- Candidate Title
- Candidate Department
- Candidate College or Division
- Candidate Supervisor
- Candidate Email address

PART B: Nomination Letter

(Completed by supervisor-**recommended**, colleague, or candidate)

A summary of the candidate's qualifications. In this key piece, the nominator should **summarize** the extent to which the candidate meets the award criteria, citing letters of support, data, or other materials illustrative of exemplary performance as an advising administrator.

Will upload file into application (PDF)

PART C: Your Statement of Advising Administration Philosophy

A descriptive statement of your advising administration philosophy that is a reflection on your approach to advising administration which may be coupled with what you have read or learned from professional conferences and literature on academic advising and student success. The statement should be a formal description of your approach to academic advising administration.

Will upload file into application (PDF)

PART D: Appendices

*Appendices are limited to a **maximum of 20 pages***

Appendices which support the summary and letter of support containing adequate factual or narrative material that describes the extent to which an individual meets the award criteria.

Include the following items and use objective data to support the nomination. Be concise.

- Include a current job/position description or a list of job responsibilities of the candidate.

- Include a resume or CV of the candidate
- Include any of the following:
 - Materials developed by the candidate such as presentations, articles, training handouts
 - Letters of support from students/advisees, colleagues, and administrators

Appendix must be uploaded as one file in PDF format

NACADA Outstanding New Advisor (Dr. Judith Sindlinger Award)

You are invited to apply for the UCF Dr. Judith Sindlinger Outstanding New Advisor Award, sponsored by the UCF Advising Leadership Council. The purpose of this award is to recognize, appreciate, and celebrate outstanding new advisors at UCF. This award is named in honor of Dr. Judith Sindlinger, the first chair of the Academic Advising Council (now Advising Leadership Council) at UCF, who served as an academic advisor and administrator at UCF for 20 years. Dr. Sindlinger was a winner of the NACADA Academic Advising Administrator Award in 2006 in recognition of her service and contributions to advising at UCF. As a result of her devotion to the promotion of professional academic advising, Dr. Sindlinger was instrumental in developing the Academic Advising Council and Advisor Enhancement Program at UCF as well as creating career levels for academic advising positions.

New professional advisors at UCF who have made an outstanding contribution to their advising offices are invited to apply. The candidate chosen for this award will be announced at the December Advisor Enhancement Program (AEP) meeting, and the winner of this award will become UCF's candidate for the **Global and Region 4 NACADA Outstanding New Advisor Award – Primary Role**.

Award Eligibility Criteria

- Candidate is a UCF professional Academic Advisor (Advising Job Family, Advisor Sub-family) in good standing with **3 or fewer years** of academic advising service at UCF and any previous institution/s
 - Specifically, those who entered their first professional advising role in March 2019 or later. *(The period of three (3) or fewer years is calculated from the NACADA Global Award submission deadline of March 2022.)*
- Current members of the NACADA Board of Directors and Council are *not* eligible for consideration for this award. After the member's term of office is over, s/he may then be eligible for consideration.
- Candidate must not have been a previous UCF Sindlinger Award recipient
- Candidate should demonstrate evidence of a strong advising philosophy as demonstrated with such traits as:
 - Strong interpersonal skills
 - Availability to advisees, faculty, or staff
 - Frequency of contact with advisees
 - Appropriate referral activity
 - Use and dissemination of appropriate information sources
 - Evidence of student success rate, by advisor or department
 - Advisee or unit evaluations (summary data)
 - Caring, helpful attitude toward advisees, faculty, and staff
 - Meeting advisees in informal settings
 - Participation in and support of intrusive advising to build strong relationships with advisees
 - Monitoring of student progress toward academic and career goals
 - Mastery of institutional regulations, policies, and procedures
 - Ability to engage in, promote, and support development advising

- Participation in and support of advisor developmental programs
- Perception by colleagues of nominee's advising skills

View the NACADA Outstanding New Advisor Rubric [here](#).

Application Requirements

Dr. Judith Sindlinger Outstanding New Advisor Award

PART A – *will enter information on application*

- Candidate Name
- Candidate Title
- Candidate Department
- Candidate College or Division
- Candidate Supervisor
- Candidate Phone
- Candidate Email address

PART B: Nomination Letter

(Completed by supervisor-**recommended**, colleague, or candidate)

A summary of the candidate's qualifications. In this key piece, the nominator should **summarize** the extent to which he/she meets the award criteria, citing letters of support, data, or other materials illustrative of exemplary performance as an academic advisor.

Will upload file into application (PDF)

PART C: Your Statement of Advising Philosophy

A descriptive statement of your advising philosophy that is a reflection on your approach to advising which may be coupled with what you have read or learned from professional conferences and literature on academic advising and student success. The statement should be a formal description of your approach to academic advising.

Will upload file into application (PDF)

PART D: Appendices

*Appendices are limited to a **maximum of 20 pages***

Appendices which support the summary and letter of support containing adequate factual or narrative material that describes the extent to which an individual meets the award criteria.

Include the following items and use objective data to support the nomination. Be concise.

1. Nominee's current job or position description with percentages of time spent on each duty or a list of job responsibilities with percentages of time spent in each area.
2. Include a resume or CV of the candidate.
3. Include any of the following:
 - a. Materials developed by the candidate such as presentations or articles
 - b. Letters of support from advisees, colleagues, and administrators
 - c. Other pertinent representative materials

Appendix must be uploaded as one file in PDF format

NACADA Outstanding New Advisor Award– Faculty Role

You are invited to apply for the NACADA Outstanding New Advisor Award–Faculty Role nomination, sponsored by the UCF Advising Leadership Council (ALC). The purpose of this award is to recognize, appreciate, and celebrate outstanding new faculty advisors at UCF.

Nominations:

New faculty advisors at UCF who have made an outstanding contribution(s) are invited to apply. The candidate chosen for this nomination will be announced at the December Advisor Enhancement Program (AEP) meeting and will become UCF’s nominee for the **Global NACADA Outstanding New Advisor Award – Faculty Role**.

Award Eligibility Criteria

- Any individual serving as a faculty academic advisor *for three (3) or fewer years*, and is employed by a regionally accredited post-secondary institution may be nominated. NACADA membership is not required.
 - Specifically, those who entered their first faculty advising role in March 2019 or later. (*The period of three (3) or fewer years is calculated from the NACADA Global Award submission deadline of March 2022.*)
- Current members of the NACADA Board of Directors and Council are *not* eligible for consideration for this award. After the member's term of office is over, s/he may then be eligible for consideration.
- Previous Outstanding New Advisor Award winners, Outstanding Advising Award winners, or Certificate of Merit recipients are *not* eligible.
- Candidate should demonstrate evidence of a strong advising philosophy as demonstrated with such traits as:
 - Strong interpersonal skills
 - Availability to advisees, faculty, or staff
 - Frequency of contact with advisees
 - Appropriate referral activity
 - Use and dissemination of appropriate information sources
 - Evidence of student success rate, by advisor or department
 - Advisee or unit evaluations (summary data)
 - Caring, helpful attitude toward advisees, faculty, and staff
 - Meeting advisees in informal settings
 - Participation in and support of intrusive advising to build strong relationships with advisees
 - Monitoring of student progress toward academic and career goals
 - Mastery of institutional regulations, policies, and procedures
 - Ability to engage in, promote, and support development advising
 - Participation in and support of advisor developmental programs
 - Perception by colleagues of nominee's advising skills

View the NACADA Outstanding New Advisor Rubric [here](#).

Application Requirements

NACADA Outstanding New Advisor Award- Faculty Role

PART A – *will enter information on application*

- Candidate Name
- Candidate Title
- Candidate College or Division
- Candidate Department
- Candidate Supervisor
- Candidate Phone
- Candidate Email address

PART B: Nomination Letter

(Completed by supervisor-**recommended**, colleague, or nominee)

A summary of the candidate's qualifications. In this key piece, the nominator should **summarize** the extent to which the candidate meets the award criteria, citing letters of support, data, or other materials illustrative of exemplary performance as an academic advisor.

Will upload file into application (PDF)

PART C: Your Statement of Advising Philosophy

A descriptive statement of your advising philosophy that is a reflection on your approach to advising which may be coupled with what you have read or learned from professional conferences and literature on academic advising and student success. The statement should be a formal description of your approach to academic advising.

Will upload file into application (PDF)

PART D: Appendices

*Appendices are limited to a **maximum of 20 pages***

Appendices which support the summary and letter of support containing adequate factual or narrative material that describes the extent to which an individual meets the award criteria.

Include the following items and use objective data to support the nomination. Be concise.

1. Nominee's current job or position description with percentages of time spent on each duty or a list of job responsibilities with percentages of time spent in each area.
2. Include a resume or CV of the candidate.
3. Include any of the following:
 - a. Materials developed by the candidate such as presentations or articles
 - b. Letters of support from advisees, colleagues, and administrators
 - c. Other pertinent representative materials

Appendix must be uploaded as one file in PDF format

NACADA Outstanding Advising Program Award

You are invited to apply for the NACADA Outstanding Program Award nomination, sponsored by the UCF Advising Leadership Council (ALC). The purpose of this award is to recognize, appreciate, and celebrate outstanding advising programs at UCF. Outstanding Advising Program Awards may be presented annually in a variety of categories. Categories may include:

1. Programs serving specific populations of students. Examples include: adult learners, at-risk students, undecided students, student athletes, and graduate students.
2. Programs involving the administration and organization of advising. Examples include: advising models, advisor training, uses of technology, advisor evaluation, and program evaluation.
3. Additional programs not included in 1 and 2 above.

Nominations:

Advisors and advising administrators are encouraged to nominate successful academic advising programs. The program chosen for this nomination will be announced at the December Advisor Enhancement Program (AEP) meeting and will become UCF's candidate for the **Global NACADA Outstanding Program Award**.

Award Eligibility Criteria

1. Any regionally accredited post-secondary institution may submit an application. NACADA affiliation is not required.
2. Previous winners of Awards or Certificates of Merit are eligible **ONLY** if three years have elapsed since their selection and the program has been significantly modified or altered.
3. Only one nomination *per institution* will be considered. The Selection Committee will not consider multiple nominations for different programs within the same institution.
4. Programs must have been operational for three or more years (time frame may include pilot period). Data to substantiate program effectiveness must be included with the submission. Programs lacking data to substantiate at least three years of program effectiveness will not be evaluated.
 - a. Award eligibility is determined according to NACADA's 2022 application deadline of March 2022. Program should have been operational March 2019 or earlier.

Evidence of an outstanding program will include, but is not limited to, the qualities listed below. In addition, program description, suitability for dissemination, and adherence to program guidelines are key factors in selection.

1. **Innovative Quality** — Represents new approaches to effective academic advising. If a program has been implemented elsewhere but is new to an institution, it is eligible.
2. **Creativity** — Demonstrates creative use of resources (human, fiscal, and physical) in the delivery of academic advising services.
3. **Currency** — Addresses current problems and issues in academic advising.
4. **Institutional Commitment** — Demonstrates commitment to advising throughout the institution.
5. **Impact** — Provides definitive evidence of positive student and/or institutional outcomes.

6. **Transferability** — Applicable to a wide variety of institutions.

Learn more about the NACADA Outstanding Advising Program Award [here](#).

Application Requirements

NACADA Outstanding Advising Program Award Nomination

PART A- *will enter information on application*

- Program Name/Title
- Director Name
- Director Title
- Director Department
- Director College or Division
- Direct email address

PART B: Program Abstract

Will upload file into application (PDF)

A program abstract *not to exceed* 250 words.

PART C: Manuscript

Will upload file into application (PDF)

An original, publishable manuscript *not more than* 2,500 words in length, typewritten and double-spaced, and in the following format:

- a. Institutional description
- b. Program development (how, when, and why the program was developed, including problems encountered, organizational concerns, budget, and other practical considerations)
- c. Goals and objectives
- d. Program description
- e. Procedures used in program evaluation (quantitative and/or qualitative)
- f. Results/outcome (impact on students and/or the institution)
- g. Potential for adaptation by other institutions

Packets that exceed any criteria above will not be accepted.

Judy Boyte Innovative Academic Advising Award

You are invited to participate in the nominations for the UCF Judy Boyte Innovative Academic Advising Award, sponsored by the UCF Advising Leadership Council (ALC). The purpose of this award is to recognize, appreciate, and celebrate outstanding innovation in academic advising at UCF. This award is named in honor of Judy Boyte, the first professional academic advisor at UCF, who established our first academic advising office, advising policies, and academic standards.

Nominations:

Supervisors and colleagues who have first-hand experience with an academic advisor's outstanding innovation are invited to make nominations. Self-nominations are also acceptable. The candidate chosen for this award will be announced at the December Advisor Enhancement Program (AEP) meeting.

Award Eligibility Criteria

- Candidate is a UCF professional Academic Advisor (Advising Job Family, Advisor Sub-family) in good standing with a minimum of one (1) year of continuous university service
- Candidate's innovative contribution must have been within the last two (2) years and be associated with his/her/their academic advising responsibilities
- Candidate can only receive this award a maximum of one time every five (5) years

Application Requirements

UCF Judy Boyte Advising Innovation Award

PART A – *will enter information on application*

- Candidate Name
- Candidate Title
- Candidate Department
- Candidate College or Division
- Candidate Supervisor
- Candidate Phone
- Candidate Email address
- Nominator Name
- Nominator Department
- Nominator Email Address

PART B: Nomination Letter (Completed by supervisor, colleague, or candidate):

The selection committee will evaluate nominations on the evidence of innovation that distinguishes the candidate as an outstanding academic advisor who has had an impact on UCF students' success. Please include a letter which highlights the candidate's specific outstanding innovation in Academic Advising at UCF. (For example, evidence of extraordinary creativity or innovation that improved

student advising, service to students, student success, the mission of the division, and the philosophy of academic advising at UCF).

Will upload file into application (PDF)

PART C: Appendices

Appendices which support the letter of recommendation. Be concise.

*Appendices are limited to a **maximum of 20 pages***

- A resume of the candidate.
- Copies of materials showing the development, implementation, and evidence of success with innovation, if appropriate. Data and statistics may be included that easily demonstrate the impact on advising. Material should show how this creative innovation in academic advising was developed, implemented, and how/why the candidate contributed to this innovation. Provide evidence of support through documentation of the impact the innovation has created in academic advising. (What did the candidate do? How did they do it? How was it developed? What was the outcome? How is it being measured as successful? Was it the only innovation of this type or were there other innovations tried?)

Appendix must be uploaded as one file in PDF format

Dr. Terry Hickey Academic Advising Advocate Award

You are invited to participate in the nominations for the Dr. Terry Hickey Academic Advising Advocate Award, sponsored by the UCF Advising Leadership Council (ALC). The purpose of this award is to recognize, appreciate, and celebrate non-advisors who support advising at UCF. This award is named in honor of Dr. Terry Hickey, former UCF Provost, who was a great supporter of academic advising at the University of Central Florida. Dr. Hickey provided outstanding leadership in supporting academic advising through establishing additional advising positions in order to enhance the academic advising profession at UCF. Because of Dr. Hickey's dedication to the profession of advising, the Advising Leadership Council would like to present an award to a non-advisor who recognizes the need, and is a supporter of, professional academic advising at the University of Central Florida.

Nominations:

Any individuals who have first-hand experience with a non-advisor's outstanding contribution(s) to the profession of advising are invited to make nominations. The candidate chosen for this award will be announced at the December Advisor Enhancement Program (AEP) meeting.

Award Eligibility Criteria

- Candidate is a UCF professional in good standing with a minimum of one (1) year of continuous university service.
- Candidate recognizes the need and is a supporter of professional academic advising at UCF.
- Candidate must not have worked as an academic advisor during the past year.
- Candidate can only receive this award once.

Application Requirements

Dr. Terry Hickey Academic Advising Advocate Award

Application should be completed and submitted by the nominator

PART A – *will enter information on application*

- Candidate Name
- Candidate Title
- Candidate Department
- Candidate College or Division
- Candidate Supervisor
- Candidate Phone
- Candidate Email address
- Nominator Name
- Nominator Department
- Nominator Email Address

PART B: Nomination Letter

The selection committee will evaluate nominations on the evidence that distinguishes the candidate as an outstanding advising advocate who has acted to improve advising on the UCF campus. Please include which highlights the candidate's specific outstanding contribution(s) to academic advising at UCF. For example, this can include evidence of extraordinary work in supporting and enhancing the profession of academic advising, which leads to improved student advising, service to students, student success, and supports the mission of the University. Appendices may also be included, if applicable.

Will upload file into application (PDF)

PART C: (Optional) Appendices

Appendices which support the nomination letter. Be concise.

*Appendices are limited to a **maximum of 20 pages**.*

- Include copies of materials showing the development, implementation, and evidence of success which enhance advising. Material should show how this person assisted in contributing to the success of academic advising at UCF. Provide evidence of support through documentation showing the impact on academic advising. (What did the candidate do? How did they do it? What was the outcome? How is it being measured as successful?)
- Letters of support from colleagues and staff, not to exceed three letters.

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