# 2022 Pegasus Advisor Award Application

## Student Learning and Academic Success

### Award Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Applications due to college deans</td>
<td>October 10, 2022</td>
</tr>
<tr>
<td>Colleges to submit applicants' documents by noon to Associate Vice Provost, Dr. DeLaine Priest by email at <a href="mailto:delaine.priest@ucf.edu">delaine.priest@ucf.edu</a> to confirm eligibility.</td>
<td>October 12, 2022</td>
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<tr>
<td>Committee Review Applications</td>
<td>October 13-19, 2022</td>
</tr>
<tr>
<td><strong>Pegasus Award committee</strong> submit their selection for the Pegasus Advisor Award to Dr. Priest.</td>
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<tr>
<td><strong>Dr. Priest</strong> shall e-mail the name of the selected awardee, including an introduction and description of accomplishments (50 words max), to the Vice Provost, Student Learning and Academic Success and Dean of the College of Undergraduate Studies.</td>
<td>October 20, 2022</td>
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### Award Overview and Purpose

The Division of Student Learning and Academic Success sponsors the Pegasus Advisor award to recognize the outstanding efforts that UCF’s professional academic advisors (out-of-unit) play in student success and graduating students, and creating a caring and supportive environment that helps students realize their potential. One (1) award is available annually. Colleges, UCF Connect campuses, institutes, centers, and the Division of Student Development and Enrollment Services may each nominate up to two (2) out-of-unit professional academic advisors for this award.

### Funding

The recipient of the Pegasus Advisor Award shall receive a one-time payment of $2,000. The award is subject to standard withholding taxes.

### Eligibility

Each applicant:

- Must be a full-time professional academic advisor (out-of-unit) with at least three years of continuous, non-OPS service at UCF immediately prior to the current year.
• Cannot be the recipient of an Excellence in Academic Advising Award or Pegasus Advisor Award within the past three academic years.

Criteria

The criteria for evaluating applicants’ files shall include four major categories:

1. Evidence of successful advising practices that retain undergraduate students, encourage student engagement, and promotes overall undergraduate student success.
2. Proof of ability to guide undergraduate students to timely completion of their degrees.
3. Actively engaged in fostering an environment that supports undergraduate students in reaching their academic career and personal goals.
4. Evidence that showcases the advisor’s role as a student advocate and expert in the field of professional academic advising.

Application and Supporting Documentation

Nominees will assume primary responsibility for preparing documentation to support their nomination. Each application must be accompanied by documentation and materials supporting the nominee’s advising accomplishments. Only materials that have been consolidated and organized using Microsoft “Clickable Table Of Contents (TOC)” will be accepted as the official electronic application packet.

Required Materials

The following sections are required, in the order listed here:

• Table of contents
• Nomination letter
• Curriculum vitae
• Description of advising responsibilities undertaken by the applicant over the previous three years (academic years 2018-19, 2019-20, 2020-21).

Supporting materials that should be included are:

• A concise narrative statement no longer than 1000 words prepared by the candidate describing the activities in advising over the previous three years (since advisors have different special projects, this is where those activities and special innovations would be listed and described).
• A concise narrative statement no longer than 1000 words prepared by the candidate that describes their advising philosophy, goals, objectives, and vision for the future.
• Letter of support from immediate supervisor.
• Three letters of reference within UCF but outside the immediate advising area of the nominee. Letters may not come from the applicant’s immediate supervisor.
Evaluation and Award Process

The unit head of each college, UCF Connect campuses, institute, or centers will nominate a maximum of two (2) candidates and submit their supporting documentation to Dr. Priest by email at delaine.priest@ucf.edu.

A selection committee appointed by Dr. Priest and comprised of previous award winners and other professional advisors will select one individual from those nominated to receive the Pegasus Advisor Award. If in the judgment of the committee no nomination is merited, none need be made. Note: advisors who are under consideration may not serve on the selection committee in any capacity.

The committee will complete its review and forward its recommendations to Dr. Priest, who will forward the name of the awardee, application, and an introduction and description of their accomplishments (50 words max), to the Vice Provost, Student Learning and Academic Success and Dean, College of Undergraduate Studies for a university-wide announcement.

The Vice-Provost shall inform all nominees of their selection status for the Pegasus Advisor Award.