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## Awards Guide 2024

### Overview

#### Award Submission

This document includes a description, eligibility criteria, and application requirements for each Student Success Network award. Candidates should review this guide before submitting their application. Each award description includes the information and materials you will need to prepare and submit.

**All documents must be submitted in PDF format.**

#### Award Application

[https://ucf.qualtrics.com/jfe/form/SV\\_4lrfAIEos2FSbaK](https://ucf.qualtrics.com/jfe/form/SV_4lrfAIEos2FSbaK)

#### Application Deadline:

**October 11, 2024 at 5:00 pm**

#### Questions?

Contact

- Rex Roberts (Chair, SSN Awards Committee): [Rex.Roberts@ucf.edu](mailto:Rex.Roberts@ucf.edu)
- Jesse Sunski (Vice-Chair, SSN Award Committee): [Jesse.Sunski@ucf.edu](mailto:Jesse.Sunski@ucf.edu)

#### UCF SSN Awards Webpage

<https://academicsuccess.ucf.edu/ssa/academic-advising-awards/>

**\*Award winners will be notified October 18 and recognized at the December 4 SSN Meeting\***

## Pegasus Award (NACADA Outstanding Advising Award - Primary Advising Role)

The Pegasus Award is sponsored by the Division of Student Success and Well-Being to honor UCF's exceptional out-of-unit academic advisors and coaches for their efforts in ensuring student success, timely graduation, and fostering a supportive environment that helps students reach their full potential.

### Funding

The selected winner of the Pegasus Award will receive a one-time payment of **\$2,000** supported by the Division of Student Success and Well-Being. The award is subject to standard withholding taxes.

Two additional selected Certificate of Merit recipients will receive a one-time payment of **\$1,000** supported by the Division of Student Success and Well-Being. The award is subject to standard withholding taxes.

### Nominations

Professional advisors and coaches at UCF who have made an outstanding contribution to their offices are invited to apply. The candidate chosen for this award will be announced at the December Student Success Network (SSN) meeting, and the winner of this award will become UCF's candidate for the **Global and Region 4 NACADA Outstanding Advising Award - Primary Advising Role**.

### Award Eligibility Criteria

- Individuals whose primary role at the institution is the direct delivery of advising and coaching services to students. Candidate must directly advise/coach students at least 50% of their time.
- Candidate is a UCF employee (out-of-unit) in good standing with **3 or more years** of continuous academic advising/coaching service at UCF,
  - Specifically, those who entered their professional advising or coaching role in November 2021 or earlier. *The period of three (3) or more years is calculated from the NACADA Region 4 Award submission deadline of November 2024.*
- 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 Pegasus Award Winner (or Pegasus Advisor or Pegasus Coach Award) within the past three award periods (2021, 2022, and 2023).
- Candidate must not have been a previous Pegasus Award Certificate of Merit within the past award period (2023).
- Candidate should demonstrate evidence of a strong advising/coaching philosophy as demonstrated with such traits as:
  - Strong interpersonal skills.
  - Availability to students, faculty, or staff.
  - Frequency of contact with students.
  - Appropriate referral activity.
  - Use and dissemination of appropriate information sources.
  - Evidence of student success rate, by candidate or department.
  - Student or unit evaluations (summary data).
  - Caring, helpful attitude toward student, faculty, and staff.
  - Meeting students in informal settings.
  - Building strong relationships with students.
  - Monitoring of student progress toward academic and career goals.
  - Mastery of institutional regulations, policies, and procedures.

- Ability to support students through relevant approaches to meet student needs.
- Participation in and support of employee developmental programs.
- Perception by colleagues of candidate's advising/coaching skills.

[View the Outstanding Advising Award - Primary Advising Role here.](#)

**Application Requirements - Outstanding Advising Award - Primary Advising Role**

**PART A: Candidate Information** – you will enter information on Qualtrics application form.

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

**PART B: Required Documents**

You will upload as one file into the application (PDF).

1. **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/coach. Nominators should focus qualities and experiences that make the candidate outstanding in their role highlighting what they've done to go above and beyond normal work duties.
  - a. Completed by **supervisor-recommended**, colleague, or candidate.
2. **Candidate Resume or Curriculum Vitae**
3. **Candidate 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.
4. **Your Statement of Advising/Coaching Philosophy.** A descriptive statement of your advising/coaching philosophy that is a reflection on your approach to advising/coaching which may be coupled with what you have read or learned from professional conferences and literature on academic advising, coaching, and student success. The statement should be a formal description of your approach to academic advising/coaching.

**PART C: Appendices**

You will upload as one file into the application (PDF). 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.

- Two letters of support from campus colleagues or supervisors that specifically address the outstanding qualities above and beyond normal job duties (**required**).
- Additional letters of support from students, campus colleagues, or supervisors. Student letters of support or feedback are encouraged.
- Representative materials developed by the candidate. Examples include training or presentation materials, articles written or other examples of the employee going above and beyond normal job duties.
- Other pertinent information from nominator that exemplifies outstanding achievement in this category.

## **Dr. Judith Sindlinger Award (NACADA Outstanding New Advisor – Primary Role)**

You are invited to apply for the UCF Dr. Judith Sindlinger Award, sponsored by the Student Success Network (SSN). The purpose of this award is to recognize, appreciate, and celebrate outstanding new advisors and coaches at UCF. This award is named in honor of Dr. Judith Sindlinger, the first chair of the Academic Advising 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, now the Student Success Network (SSN), as well as creating career levels for academic advising positions.

### **Nominations**

New professional advisors and coaches at UCF who have made an outstanding contribution to their offices are invited to apply. The candidate chosen for this award will be announced at the December Student Success Network (SSN) 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**

- Individuals whose primary role at the institution is the direct delivery of advising or coaching services to students. Candidates must directly advise/coach students at least 50% of the time.
- Candidate is a UCF employee in good standing with **3 or fewer years** of academic advising/coaching service at UCF and any previous regionally accredited post-secondary institution/s.
  - Specifically, those who entered their first professional role in May 2022 or later. *The period of three (3) or fewer years is calculated from the NACADA Global Award submission deadline of May 2025.*
- 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 Dr. Judith Sindlinger Award recipient
- Candidate should demonstrate evidence of a strong advising/coaching philosophy as demonstrated with such traits as:
  - Strong interpersonal skills.
  - Availability to students, faculty, or staff.
  - Frequency of contact with students.
  - Appropriate referral activity.
  - Use and dissemination of appropriate information sources.
  - Evidence of student success rate, by candidate or department.
  - Student or unit evaluations (summary data).
  - Caring, helpful attitude toward student, faculty, and staff.
  - Meeting students in informal settings.
  - Building strong relationships with students.
  - Monitoring of student progress toward academic and career goals.
  - Mastery of institutional regulations, policies, and procedures.
  - Ability to support students through relevant approaches to meet student needs.
  - Participation in and support of employee developmental programs.
  - Perception by colleagues of candidate's advising/coaching skills.

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

## Application Requirements - Dr. Judith Sindlinger Award

**PART A: Candidate Information** – you will enter information on Qualtrics application form.

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

### PART B: Required Documents

You will upload as one file into the application (PDF).

1. **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/coach. Nominators should focus qualities and experiences that make the candidate outstanding in their role highlighting what they've done to go above and beyond normal work duties.
  - a. Completed by **supervisor-recommended**, colleague, or candidate.
2. **Candidate Resume or Curriculum Vitae**
3. **Candidate 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.
5. **Your Statement of Advising/Coaching Philosophy.** A descriptive statement of your advising/coaching philosophy that is a reflection on your approach to advising/coaching which may be coupled with what you have read or learned from professional conferences and literature on academic advising, coaching, and student success. The statement should be a formal description of your approach to academic advising/coaching.

### PART C: Appendices

You will upload as one file into the application (PDF). 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.

- Two letters of support from campus colleagues or supervisors that specifically address the new advisor's outstanding qualities above and beyond normal job duties **(required)**.
- Additional letters of support from students, campus colleagues, or supervisors. Student letters of support or feedback are encouraged.
- Representative materials developed by the candidate. Examples include training or presentation materials, articles written or other examples of the advisor going above and beyond normal job duties.
- Other pertinent information from nominator that exemplifies outstanding achievement in this category.

## NACADA Outstanding Advising Administrator Award

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

### Nominations

Advising and Coaching 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 Student Success Network (SSN) 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 or coaching services but whose primary responsibility is as an administrator or director of an academic advising or coaching program.
- Candidate is a UCF employee in good standing with a minimum of **3 years** of advising or coaching administration with at least 50% of their duties dedicated to advising/coaching administration.
  - Specifically, those who entered their administrator role in November 2021 or later. *The period of three (3) years is calculated from the NACADA Region 4 Award submission deadline of November 2024.*
- 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 winners 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.
  - Outstanding New Advisor and Advising Award winners would be ineligible for the Administrator award if they won their respective NACADA awards in 2019 or later.
- Previous NACADA Outstanding Advising Administrator Award winners are not eligible. Previous NACADA Certificates of Merit recipients are eligible only if a minimum of five years has elapsed since the certificate was awarded and the nomination contains substantial new information.
- The Selection Committee will evaluate the candidate on the evidence of qualities and practices that distinguish the candidate as an outstanding advising or coaching administrator. Such evidence may include:
  - Strong interpersonal skills.
  - Evidence of administering an academic advising or coaching 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 candidate's advising administration skills and/or performance.
  - Institutional recognition of candidate 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 and coaching.

- Ability to engage in, promote, and support advising and coaching grounded in sound theory, research, and educational practice.
- Participation in and support of advisor development programs.
- Evidence of student success rate, by advisor/coach 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: Candidate Information** – you will enter information on Qualtrics application form.

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

### **PART B: Required Documents**

You will upload as one file into the application (PDF).

1. **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.
  - a. Completed by **supervisor-recommended**, colleague, or candidate.
2. **Candidate Resume or Curriculum Vitae**
3. **Candidate Current Job or Position Description**
4. **Your Statement of Advising/Coaching Administration Philosophy.** A descriptive statement of your advising/coaching administration philosophy that is a reflection on your approach to advising/coaching administration which may be coupled with what you have read or learned from professional conferences and literature on academic advising, coaching, and student success. The statement should be a formal description of your approach to academic advising/coaching administration.

### **PART C: Appendices**

You will upload as one file into the application (PDF). 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.

- Two letters of support from direct reports, campus colleagues, or supervisors (required).
- Additional letters of support from students, direct reports, campus colleagues, or supervisors.
- Representative materials developed by the candidate such as evidence of training provided, handouts for advisors, coaches, or faculty, program/service descriptions, and any other advising/coaching administration documentation created by the candidate that is further evidence of outstanding work.





- Other pertinent information from the nominator.

## 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 Student Success Network (SSN). 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 Student Success Network (SSN) meeting and will become UCF’s candidate for the **Global NACADA Outstanding New Advisor Award – Faculty Role**.

### Award Eligibility Criteria

- Individuals whose primary responsibility is teaching and who spend a portion of their time providing academic advising services to students. Candidates must teach or do research at least 50% of their time.
- Candidate is a faculty academic advisor with **3 or fewer years** of academic advising service at UCF and any previous regionally accredited post-secondary institution/s. NACADA membership is not required.
  - Specifically, those who entered their first advising role in May 2022 or later. *The period of three (3) or fewer years is calculated from the NACADA Global Award submission deadline of May 2025.*
- 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 NACADA Outstanding New Advisor Award winners, NACADA Outstanding Advising Award winners, or NACADA Certificate of Merit recipients are not eligible.
- Candidate should demonstrate evidence of a strong advising/coaching philosophy as demonstrated with such traits as:
  - Strong interpersonal skills.
  - Availability to students, faculty, or staff.
  - Frequency of contact with students.
  - Appropriate referral activity.
  - Use and dissemination of appropriate information sources.
  - Evidence of student success rate, by candidate or department.
  - Student or unit evaluations (summary data).
  - Caring, helpful attitude toward student, faculty, and staff.
  - Meeting students in informal settings.
  - Building strong relationships with students.
  - Monitoring of student progress toward academic and career goals.
  - Mastery of institutional regulations, policies, and procedures.
  - Ability to support students through relevant approaches to meet student needs.
  - Participation in and support of employee developmental programs.
  - Perception by colleagues of candidate's advising skills.

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



**Application Requirements - NACADA Outstanding New Advisor Award- Faculty Role**

**PART A: Candidate Information** – you will enter information on Qualtrics application form.

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

**PART B: Required Documents**

You will upload as one file into application (PDF).

1. **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 a faculty advisor. Nominators should focus qualities and experiences that make the candidate outstanding in their role highlighting what they've done to go above and beyond normal advising duties.
  - a. Completed by **supervisor-recommended**, colleague, or candidate.
2. **Candidate Resume or Curriculum Vitae**
3. **Candidate 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.
4. **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.

**PART C: Appendices**

You will upload as one file into the application (PDF). 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.

- Two letters of support from campus colleagues or supervisors that specifically address the new advisor's outstanding qualities above and beyond normal job duties **(required)**.
- Additional letters of support from students, campus colleagues, or supervisors. Student letters of support or feedback are encouraged.
- Representative materials developed by the candidate. Examples include training or presentation materials, articles written or other examples of the advisor going above and beyond normal job duties.
- Other pertinent information from nominator that exemplifies outstanding achievement in this category.



## NACADA Outstanding Program Award

You are invited to apply for the NACADA Outstanding Program Award nomination, sponsored by the UCF Student Success Network (SSN). The purpose of this award is to recognize, appreciate, and celebrate outstanding advising and coaching programs at UCF. Outstanding 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/coaching. Examples include: organizational models, training, uses of technology, employee evaluation, and program evaluation.
3. Additional programs not included in 1 and 2 above.

### Nominations

You are encouraged to nominate successful academic advising/coaching programs. The program chosen for this nomination will be announced at the December Student Success Network (SSN) meeting and will become UCF's candidate for the **Global NACADA Outstanding Program Award**.

### Award Eligibility Criteria

1. 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.
2. 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 2024 application deadline of May 2025. Program should have been operational May 2022 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/coaching. 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/coaching services.
3. **Currency** – Addresses current problems and issues in academic advising/coaching.
4. **Institutional Commitment** – Demonstrates commitment to advising/coaching throughout the institution.
5. **Impact** – Provides definitive evidence of positive student and/or institutional outcomes.
6. **Transferability** – Applicable to a wide variety of institutions.

View the [NACADA Outstanding Advising Program Award rubric](#).

## Application Requirements - NACADA Outstanding Advising Program Award Nomination

**PART A** – you will enter information on Qualtrics application form.

- Program Name/Title

- Director Name
- Director Title
- Director Department
- Director College or Division
- Direct Email Address
- Program Lead (if different from Director)
- Program Lead Email Address

**PART B: Program Abstract**

A program abstract, not to exceed 250 words.

You will upload file into application (PDF).

**PART C: Program Manuscript**

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

1. Institutional description
2. Program development (how, when, and why the program was developed, including problems encountered, organizational concerns, budget, and other practical considerations).
3. Goals and objectives
4. Program description
5. Procedures used in program evaluation (quantitative and/or qualitative)
6. Results/outcome (impact on students and/or the institution)
7. Potential for adaptation by other institutions

You will upload file into the application (PDF).

**PART D: Appendices**

You will upload as one file into the application (PDF). Appendices are limited to a maximum of 20 pages.

Additional documents supporting the nomination highlighting the program may be included in the appendices (examples include: promotional material, survey or assessment results, program photos, etc.)



## Judy Boyte Innovation Award

You are invited to participate in the nominations for the UCF Judy Boyte Innovation Award, sponsored by the Student Success Network (SSN). The purpose of this award is to recognize, appreciate, and celebrate outstanding innovation in academic advising/coaching 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. Through her innovation in academic advising, the university recognized the need to provide dedicated professionals to serve student advising needs.

### Funding

The selected winner of the Judy Boyte award will receive a one-time payment of **\$1,000** supported by the Provost's Strategic Investment Fund. The award is subject to standard withholding taxes.

### Nominations

Supervisors and colleagues who have first-hand experience with an employee's outstanding innovation are invited to make nominations. Self-nominations are also acceptable. The candidate chosen for this award will be announced at the Student Success Network (SSN) meeting.

### Award Eligibility Criteria

- Candidate is a UCF employee in good standing with a minimum of one (1) year of continuous university service. Candidates must directly advise/coach students at least 50% of the time or provide supervision in an office that has employees that advise/coach students. The innovative contribution must have been within the last two (2) years and be associated with the candidates academic advising/coaching responsibilities.
  - Specifically, the contribution should have been made during or after October 2022.
- Candidate can only receive this award a maximum of one time every five (5) years.

### Application Requirements - UCF Judy Boyte Innovation Award

**PART A** – You will enter information on Qualtrics application form.

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

### PART B: Required Documents

You will upload as one file into the application (PDF).

1. **Nomination Letter.** The selection committee will evaluate nominations on the evidence of innovation that distinguishes the candidate as an outstanding employee who has had an impact on UCF students' success. Please include a letter which highlights the candidate's specific outstanding innovation in academic advising/coaching at UCF. (For example, evidence of extraordinary creativity

or innovation that improved student advising/coaching, service to students, student success, the mission of the division, and the philosophy of academic advising/coaching at UCF).

- a. Completed by supervisor, colleague, or candidate.

**PART C: Appendices**

You will upload as one file into the application (PDF). Appendices are limited to a maximum of 20 pages.

Appendices which support the letter of recommendation. Be concise.

- 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?)



## **Dr. Terry Hickey Advocate Award**

You are invited to participate in the nominations for the Dr. Terry Hickey Advocate Award, sponsored by the UCF Student Success Network (SSN). The purpose of this award is to recognize, appreciate, and celebrate UCF employees who support advising and coaching 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 Student Success Network (SSN) would like to present an award to a UCF employee who recognizes the need, and is a supporter of, academic advising and coaching at the University of Central Florida.

### **Nominations:**

Any individuals who have first-hand experience with the employee's outstanding contribution(s) to academic advising and coaching are invited to make nominations. The candidate chosen for this award will be announced at the Student Success Network (SSN) 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 academic advising and coaching at UCF.
- Candidate must not have worked as an academic advisor or coach during the past year.
  - Specifically, if the candidate was an advisor or coach in October 2023 or later, they are ineligible for this award.
- Candidate can only receive this award once.

### **Application Requirements - Dr. Terry Hickey Advocate Award**

**PART A** – You will enter information on [Qualtrics application form](#).

- 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**

You will upload the file into application ([PDF](#)).

The selection committee will evaluate nominations on the evidence that distinguishes the candidate as an outstanding advocate who has acted to improve academic advising and coaching on the UCF campus. Please include which highlights the candidate's specific outstanding contribution(s) to academic advising and coaching at UCF. For example, this can include evidence of extraordinary work in supporting and





enhancing academic advising and coaching, which leads to improved service to students, student success, and supports the mission of the University. Appendices may also be included, if applicable.

**PART C: (Optional) Appendices**

You will upload as one file into the application (PDF). Appendices are limited to a [maximum of 20 pages](#).

Appendices which support the nomination letter. Be concise.

- Include copies of materials showing the development, implementation, and evidence of success which enhance academic advising and coaching. Material should show how this person assisted in contributing to the success of academic advising and coaching at UCF. Provide evidence of support through documentation showing the impact on academic advising and coaching (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