The Pegasus Advisor

Schedule

<table>
<thead>
<tr>
<th>Applications due to college deans</th>
<th>April 10, 2020</th>
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<tbody>
<tr>
<td>Colleges to send applicants' binders to Dr. Delaine Priest to confirm eligibility</td>
<td>April 13, 2020</td>
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<tr>
<td>The selection committees submit their selection for the Pegasus Advisor award to Dr. Priest in Trevor Colbourn Hall, room 205A</td>
<td>May 4, 2020 by 5:00 p.m.</td>
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<tr>
<td>Dr. Priest shall e-mail the name of the selected awardee, including an introduction and description of accomplishments (50 words max), to the Provost.</td>
<td>May 15, 2020</td>
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Program Overview

UCF sponsors the Pegasus Advisor award to recognize the outstanding efforts that UCF’s professional academic advisors (out-of-unit) play in retaining students, providing accurate and timely information to students, creating a caring and supportive environment, and helping students realize their potential. One (1) award is available annually. Colleges, regional 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. Award amounts are treated as income and are subject to normal withholding tax.

Eligibility

Each candidate:

- 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.
- Must not have received any Excellence in Academic Advising award or Pegasus Advisor award during 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 students, encourage student engagement, and promotes overall student success.
2. Proof of ability to guide students to timely completion of their degrees.
3. Actively engaged in fostering an environment that supports 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 organized in a one-inch, loose-leaf binder and organized using tabs for the major sections will be accepted. Titles are bolded in the Required Materials section below. Applications with attachments in excess of the one-inch binder will not be considered.

Required Materials
The following sections are required to be present in the binder, 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 2016-17, 2017-18, and 2018-19).

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.

Evaluation and Award Process
The unit head of each college, regional campus, institute, or center will nominate two (2) candidates and submit their supporting documentation to Dr. DeLaine Priest, Associate Vice Provost for Student Success and Advising, Trevor Colbourn Hall, room 205A.

A selection committee appointed by Dr. Priest and made up 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 Provost for a university-wide announcement.

Dr. Priest shall inform all nominees of their selection status for the Pegasus Advisor award.

Once the selection process is complete, the applications will be returned to the appropriate college deans, who will distribute the applications to the applicants.