



# Student Success and Advising

UNIVERSITY OF CENTRAL FLORIDA

## The Pegasus Advisor Award

### Schedule

Applications due to college deans	April 30, 2020
Colleges to send applicants' electronic application packet to Dr. DeLaine Priest, Associate Vice Provost, Student Success and Advising, to confirm eligibility	May 15, 2020
The selection committee submits their selection for the Pegasus Advisor award to the Associate Vice Provost at <a href="mailto:delaine.priest@ucf.edu">delaine.priest@ucf.edu</a> .	May 22, 2020 - 5:00 p.m.
The Associate Vice Provost shall e-mail the name of the selected awardee, including an introduction and description of accomplishments (50 words max), to the Provost.	May 29, 2020

### 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 that have been consolidated and organized using Microsoft "Clickable Table Of Contents (TOC)" will be accepted as the official electronic application packet (instructions on how to use Microsoft Word TOC are attached).** Required materials are **bolded** in the section below.

## **Required Materials**

The following sections are required to be present in the electronic application packet, 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, Student Success and Advising via email: [delaine.priest@ucf.edu](mailto:delaine.priest@ucf.edu).**

A selection committee appointed by the Associate Vice Provost 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 the committee determines no nomination is merited, a selection will not be sent forward. **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 the Associate Vice Provost, 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. The Associate Vice Provost 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.**