



The 2021 Pegasus Advisor Award

Award Timeline

Applications due to college deans	January 5, 2021
Colleges to send applicants' electronic binders to Associate Vice Provost, Dr. DeLaine Priest by email at delaine.priest@ucf.edu to confirm eligibility.	January 6, 2021
College committee submit their selection for the Pegasus Advisor award to Dr. Priest.	January 22, 2021 at 5:00 p.m.
Dr. Priest 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.	February 11, 2021

Program Overview

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 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 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 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 2017-18, 2018-19, and 2019-20).

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. None of these three letters may come from the applicant's immediate supervisor.

Evaluation and Award Process

The unit head of each college, regional campus, institute, or center 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.

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

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