



**Region 2 Excellence in Advising - Advising Administrator Award  
Scoring Rubric**

**REGION EXCELLENCE IN ADVISING AWARDS**

Excellence in Advising Awards are selected within each region. These awards recognize individuals who demonstrate qualities and practices that make significant contributions to the improvement of academic advising.

**Excellence in Advising – Advising Administrator:**

This award recognizes an individual who may provide direct academic advising services to students but whose primary responsibility is as an administrator or director of an academic advising program and has served in that role for a minimum of 3 three years.

Eligibility:

- Both self nominations and nominations by others are encouraged.
- Must be a member of NACADA Region 2.
- Previous winners are not eligible.
- Must currently serve as an administrator or director of an academic advising program for a minimum of three years at time of the nomination submission deadline (November 1st).

<p align="center"><b>Award Criteria</b></p> <p><i>*All required and optional documentation other than the resume or curriculum vita should not exceed two pages, single spaced, and must be submitted in pdf format.</i></p>	<p align="center"><b>Inadequate</b></p> <p align="center"><b>0</b></p> <p align="center"><i>*No evidence is demonstrated. Expectations not met.</i></p>	<p align="center"><b>Fair</b></p> <p align="center"><b>1</b></p> <p align="center"><i>*Some evidence is demonstrated. Some expectations met.</i></p>	<p align="center"><b>Proficient</b></p> <p align="center"><b>2</b></p> <p align="center"><i>*Most evidence is demonstrated. Meets expectations.</i></p>	<p align="center"><b>Outstanding</b></p> <p align="center"><b>3</b></p> <p align="center"><i>*All evidence is demonstrated. Exceeds expectations.</i></p>
<p><b>Required Documentation:</b></p> <ol style="list-style-type: none"> <li>1. Nomination Letter</li> </ol> <p><b>Optional Documentation:</b> <i>*Strongly encouraged</i></p> <ol style="list-style-type: none"> <li>1. Letter(s) of Support <i>*Maximum two</i></li> <li>2. Nominee’s Resume or Curriculum Vita</li> <li>3. Nominee’s Personal Advising Philosophy Statement</li> </ol>	<p>Incomplete nomination. Required documentation not included.</p> <p><b><i>Application ineligible for further evaluation.</i></b></p>	<p>Required documentation included.</p> <p>Optional documentation not included.</p>	<p>Required documentation included.</p> <p>Some optional documentation included.</p>	<p>All required and optional documentation included.</p>
<p><b>Interpersonal and Human Relations Skills:</b></p> <ol style="list-style-type: none"> <li>1. Does the nominee exhibit a caring, helpful attitude towards students, direct reports, and campus colleagues?</li> <li>2. Is the nominee accessible and willing to meet with direct reports and campus colleagues?</li> <li>3. Does the nominee create and support an inclusive and respectful professional environment that considers the needs and perspectives of students,</li> </ol>	<p>Nominee has no evidence supporting demonstrated interpersonal and human relations skills in an administrative capacity.</p> <p>Commentary does not relate to the nominee’s</p>	<p>Nominee has some evidence supporting demonstrated interpersonal and human relations skills in an administrative capacity.</p> <p>Commentary is broad</p>	<p>Nominee has compelling evidence supporting demonstrated interpersonal and human relations skills in an administrative capacity.</p> <p>Some specific examples are included but are</p>	<p>Nominee has overwhelming evidence supporting demonstrated interpersonal and human relations skills in an administrative capacity.</p> <p>Specific examples are included backed by</p>

<p>direct reports, and campus colleagues through communication, openness, acceptance, and equity?</p> <p>4. Is there evidence that the nominee is a strong collaborator with other academic or student support units on campus?</p> <p>5. Does the nominee demonstrate effective leadership and strong administrative skills?</p>	<p>interpersonal and human relations skills.</p>	<p>and includes sweeping statements. No specific examples included.</p>	<p>lacking supportive quantitative and/or qualitative data, such as numeric reports and/or quotes from students, direct reports, and/or colleagues.</p>	<p>quantitative and/or qualitative data, such as numeric reports and/or quotes from students, direct reports, and/or colleagues.</p>
<p><b>Professional Practices/NACADA Core Competencies and Values:</b></p> <p>1. Does the nominee value honesty, transparency, and accountability to the student, institution, and the advising profession and are they dedicated to excellence in all dimensions of student success?</p> <p>2. Does the nominee promote and engage in advising and advising administration that is grounded in sound theory, research, and educational practice?</p> <p>3. Does the nominee set high standards of practice for academic advising?</p> <p>4. Does the nominee use and distribute appropriate information, including utilizing campus networks and making appropriate referrals?</p> <p>5. Is the nominee knowledgeable of information technology applicable to their department's and institution's goals?</p> <p>6. Does the nominee promote and support training and development opportunities for their direct reports?</p> <p>7. Is the nominee an advocate for advisors and advising at their institution?</p>	<p>Nominee has no evidence supporting demonstrated best professional practices as an administrator nor is there evidence the nominee supports NACADA's Core Competencies and Values.</p> <p>Commentary does not relate to the nominee's professional practices or support of NACADA's Core Competencies and Values.</p>	<p>Nominee has some evidence supporting demonstrated best professional practices as an administrator, as well as some evidence the nominee supports NACADA's Core Competencies and Values.</p> <p>Commentary is broad and includes sweeping statements. No specific examples included.</p>	<p>Nominee has strong or compelling evidence supporting demonstrated best professional practices as an administrator, as well as strong or compelling evidence the nominee supports NACADA's Core Competencies and Values.</p> <p>Some specific examples are included but are lacking supportive quantitative and/or qualitative data, such as numeric reports and/or quotes from students, direct reports, and/or colleagues.</p>	<p>Nominee has overwhelming evidence supporting demonstrated best professional practices as an administrator, as well as overwhelming evidence the nominee supports NACADA's Core Competencies and Values.</p> <p>Specific examples are included backed by quantitative and/or qualitative data, such as numeric reports and/or quotes from students, direct reports, and/or colleagues.</p>
<p><b>Documented Professional Success:</b></p> <p>1. Is there evidence of departmental growth and development, including successful initiatives, implementations, or enhancements brought forth under the direction of this nominee?</p> <p>2. Is there evidence of student learning or success within the purview of the nominee's advising unit?</p> <p>3. Is there testimony by colleagues to the nominee's strong performance as an administrator?</p>	<p>Nominee has no evidence supporting documented professional success.</p> <p>Commentary does not relate to the nominee's professional success.</p>	<p>Nominee has some evidence supporting documented professional success.</p> <p>Commentary is broad and includes sweeping statements. No specific examples included.</p>	<p>Nominee has strong or compelling evidence supporting documented professional success.</p> <p>Some specific examples are included but are lacking supportive quantitative and/or qualitative data, such as numeric reports and/or quotes from students, direct reports, and/or colleagues.</p>	<p>Nominee has overwhelming evidence supporting documented professional success.</p> <p>Specific examples are included backed by quantitative and/or qualitative data, such as numeric reports and/or quotes from students, direct reports, and/or colleagues.</p>
<p><b>Documented Professional Development:</b></p> <p>1. Is the nominee a member of NACADA and/or other professional organizations?</p>	<p>Nominee has no evidence supporting documented professional</p>	<p>Nominee has some evidence supporting documented professional</p>	<p>Nominee strong or compelling evidence supporting documented</p>	<p>Nominee overwhelming evidence supporting documented professional</p>

<p>2. Is there documented evidence the nominee participates in and attends advising development workshops, webinars, or training as put on by NACADA, another organization, and/or their institution to enhance their role as an advising administrator?</p> <p>3. Has this nominee contributed to the professional development of others at their institution?</p> <p>4. Has the nominee contributed to the professional development of others in the fields of academic advising and student success?</p>	<p>development.</p> <p>Commentary does not relate to the nominee's professional development.</p>	<p>development.</p> <p>Limited examples of short-term participation in professional organizations, professional development activities, and in contributing to the fields of academic advising and student success are included.</p>	<p>professional development.</p> <p>Some specific examples of the nominee's ongoing participation in professional organizations, professional development activities, and in contributing to the fields of academic advising and student success are included.</p>	<p>success.</p> <p>Specific examples of the nominee's sustained participation in professional organizations, professional development activities, and in contributing to the fields of academic advising and student success are included.</p> <p>The nominee may have served in or is currently serving in a leadership capacity related to professional development.</p>
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*\*Original rubric design created by Karen B. Hauschild, College of Charleston on behalf of Region 3 Awards and Scholarships, adapted by NACADA Global Awards, modified for NACADA Region 2 Awards and Scholarships by Michele Applegate, University of Delaware 6/28/20.*

#### References

NACADA: The Global Community for Academic Advising. (2017). NACADA academic advising core competencies model. Retrieved from <https://www.nacada.ksu.edu/Resources/Pillars/CoreCompetencies.aspx>

NACADA: The Global Community for Academic Advising. (2017). NACADA core values of academic advising. Retrieved from <https://www.nacada.ksu.edu/Resources/Pillars/CoreValues.aspx>