



**Region 2 Excellence in Advising - Primary Role 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 – Primary Role:

This award recognizes an individual whose primary role at the institution is the direct delivery of advising services to students. Advising should encompass at least 70% of their position responsibilities.

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 academic advisor (not in a director or administrator capacity) at time of the nomination submission.

<p align="center">Award Criteria</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">Inadequate</p> <p align="center">0</p> <p align="center"><i>*No evidence is demonstrated. Expectations not met.</i></p>	<p align="center">Fair</p> <p align="center">1</p> <p align="center"><i>*Some evidence is demonstrated. Some expectations met.</i></p>	<p align="center">Proficient</p> <p align="center">2</p> <p align="center"><i>*Most evidence is demonstrated. Meets expectations.</i></p>	<p align="center">Outstanding</p> <p align="center">3</p> <p align="center"><i>*All evidence is demonstrated. Exceeds expectations.</i></p>
<p>Required Documentation:</p> <ol style="list-style-type: none"> 1. Nomination Letter <p>Optional Documentation: <i>*Strongly encouraged</i></p> <ol style="list-style-type: none"> 1. Letter(s) of Support <i>*Maximum two</i> 2. Nominee’s Resume or Curriculum Vita 3. Nominee’s Personal Advising Philosophy Statement 	<p>Incomplete nomination. Required documentation not included.</p> <p><i>Application ineligible for further evaluation.</i></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>Interpersonal and Human Relations Skills:</p> <ol style="list-style-type: none"> 1. Does the nominee exhibit a caring, helpful attitude towards students and colleagues? 2. Is the nominee accessible and willing to meet with students and colleagues? 3. Does the nominee create and support an inclusive and respectful professional environment that builds positive relationships by understanding and appreciating students’ views and cultures, maintaining a student-centered approach and mindset, and treating students with sensitivity 	<p>Nominee has no evidence supporting demonstrated interpersonal and human relations skills.</p> <p>Commentary does not relate to the nominee’s interpersonal and</p>	<p>Nominee has some evidence supporting demonstrated interpersonal and human relations skills.</p> <p>Commentary is broad and includes sweeping statements. No specific</p>	<p>Nominee has compelling evidence supporting demonstrated interpersonal and human relations skills.</p> <p>Some specific examples are included but are lacking supportive</p>	<p>Nominee has overwhelming evidence supporting demonstrated interpersonal and human relations skills.</p> <p>Specific examples are included backed by quantitative and/or</p>

<p>and fairness?</p> <ol style="list-style-type: none"> 4. Does the nominee have frequent contact with students to create rapport and build/strengthen academic advising relationships in ways that challenge, support, nurture, and teach? 5. Does the nominee exhibit most or all of the following qualities and skills in their advising appointments: verbal/non-verbal communication, listening skills, questioning, manners, negotiation, problem-solving, decision-making, meaning-making, assertiveness, social awareness/empathy, responsibility/accountability, and self-management? 6. Does the nominee build positive relationships by understanding and appreciating students' views and cultures, maintaining a student-centered approach and mindset, and treating students with sensitivity and fairness? 	<p>human relations skills.</p>	<p>examples included.</p>	<p>quantitative and/or qualitative data, such as numeric reports and/or quotes from students, colleagues, and/or supervisors.</p>	<p>qualitative data, such as numeric reports and/or quotes from students, colleagues, and/or supervisors.</p>
<p>Professional Practices/NACADA Core Competencies and Values:</p> <ol style="list-style-type: none"> 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? 2. Is the nominee knowledgeable of theory relevant to academic advising; academic advising approaches and strategies; and expected outcomes of academic advising? 3. Does the nominee promote advising on campus and proactively create advising interactions? 4. Is the nominee knowledgeable of and capable of helping students to understand the purpose of the curriculum and institutional policies/procedures? 5. Does the nominee use and distribute appropriate information, including utilizing campus networks and making appropriate referrals? 6. Does the nominee go beyond routine schedule planning with students, including monitoring student progress toward academic and career goals? 7. Is the nominee knowledgeable of information technology applicable to relevant advising roles? 8. Does the nominee assist in the training and development of new academic advisors? 	<p>Nominee has no evidence supporting demonstrated best professional practices 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 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 well as strong or compelling evidence the nominee support's 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 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>Documented Professional Success:</p> <ol style="list-style-type: none"> 1. Does the nominee demonstrate planning/forethought, organization, presentation skills, creativity, initiative, trust, credibility in their advising appointments? 2. Is there evaluative data that shows positive results for the nominee's advising unit? 3. Is there data to show student success following advisor/student interaction? 	<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</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</p>

			qualitative data, such as numeric reports and/or quotes from students, colleagues, and/or supervisors.	numeric reports and/or quotes from students, colleagues, and/or supervisors.
<p>Documented Professional Development:</p> <ol style="list-style-type: none"> 1. 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? 2. Is the nominee a member of NACADA or other professional organizations? 3. Has the nominee contributed to the professional development of others in the fields of academic advising and student success? 	<p>Nominee has no evidence supporting documented professional development.</p> <p>Commentary does not relate to the nominee's professional development.</p>	<p>Nominee has some evidence supporting documented professional development.</p> <p>Limited examples of short-term participation in professional organizations and professional development activities beyond normal job duties are included.</p>	<p>Nominee has strong or compelling evidence supporting documented professional development.</p> <p>Some specific examples of the nominee's ongoing participation in professional organizations and professional development activities beyond normal job duties are included.</p>	<p>Nominee has overwhelming evidence supporting documented professional success.</p> <p>Specific examples of the nominee's sustained participation in professional organizations and professional development activities beyond normal job duties are included.</p> <p>The nominee may have served in or is currently serving in a leadership capacity beyond normal job duties.</p>

**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>