# Scoring Rubric

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

**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.
- 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.

## Award Criteria

<table>
<thead>
<tr>
<th>Award Criteria</th>
<th>Inadequate 0</th>
<th>Fair 1</th>
<th>Proficient 2</th>
<th>Outstanding 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>No evidence is demonstrated. Expectations not met.</em></td>
<td><em>Some evidence is demonstrated. Some expectations met.</em></td>
<td><em>Most evidence is demonstrated. Meets expectations.</em></td>
<td><em>All evidence is demonstrated. Exceeds expectations.</em></td>
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</table>

### Required Documentation:
1. Nomination Letter
2. Letter(s) of Support
3. Nominee’s Resume or Curriculum Vita
4. Nominee’s Personal Advising Philosophy Statement

### Optional Documentation:
- Strongly encouraged
1. Letter(s) of Support
2. Nominee’s Resume or Curriculum Vita
3. Nominee’s Personal Advising Philosophy Statement

### Interpersonal and Human Relations Skills:
1. Does the nominee exhibit a caring, helpful attitude towards students, direct reports, and campus colleagues?
2. Is the nominee accessible and willing to meet with direct reports and campus colleagues?
3. Does the nominee create and support an inclusive and respectful professional environment that considers the needs and perspectives of students, Nominee has no evidence supporting demonstrated interpersonal and human relations skills in an administrative capacity.

Commentary does not relate to the nominee’s evidence.

Nominee has compelling evidence supporting demonstrated interpersonal and human relations skills in an administrative capacity.

Some specific examples are included but are not fully supported.

Nominee has overwhelming evidence supporting demonstrated interpersonal and human relations skills in an administrative capacity.

Specific examples are included backed by substantial evidence.
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<th><strong>Documented Professional Development:</strong></th>
<th><strong>Nominee has no evidence supporting documented professional development.</strong></th>
<th><strong>Nominee has some evidence supporting documented professional development.</strong></th>
<th><strong>Nominee supports NACADA’s Core Competencies and Values.</strong></th>
<th><strong>Nominee has overwhelming evidence supporting documented professional development.</strong></th>
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<td>2. Does the nominee promote and support training and development opportunities for their direct reports?</td>
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**Professional Practices/NACADA Core Competencies and Values:**

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. Does the nominee promote and engage in advising and advising administration that is grounded in sound theory, research, and educational practice?
3. Does the nominee set high standards of practice for academic advising?
4. Does the nominee use and distribute appropriate information, including utilizing campus networks and making appropriate referrals?
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**Documented Professional Success:**

1. Is there evidence of departmental growth and development, including successful initiatives, implementations, or enhancements brought forth under the direction of this nominee?
2. Is there evidence of student learning or success within the purview of the nominee’s advising unit?
3. Is there testimony by colleagues to the nominee’s strong performance as an administrator?

1. Nominee has no evidence supporting documented professional success.
2. Commentary does not relate to the nominee’s professional success.
3. Nominee has strong or compelling evidence supporting documented professional success.

**Documented Professional Development:**

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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?

3. Has this nominee contributed to the professional development of others at their institution?

4. Has the nominee contributed to the professional development of others in the fields of academic advising and student success?

Commentary does not relate to the nominee’s professional development.

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.

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.

Some 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.

The nominee may have served in or is currently serving in a leadership capacity related to professional development.

*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. Modified for NACADA Region 6 Awards and Scholarships by Kacey Gregerson, University of Minnesota 6/22/2021.

References
