

2025 GLOBAL AWARDS AND SCHOLARSHIPS

Award/Scholarship Title: Administrators' Institute Scholarship

Award/Scholarship Description: The Administrators' Institute Scholarships are awarded to selected NACADA members who show a strong interest in becoming more involved with the association and demonstrate leadership potential within NACADA. Scholarship recipients receive complimentary event registration for the Administrators' Institute. Recipients are responsible for their own travel expenses. For more details about the Administrators' Institute, visit [NACADA's website](#).

These one-time awards/scholarships are non-transferrable to another person or activity/event. Individuals may nominate themselves. Current NACADA Board members, NACADA Council members, Administrative Division Chairs, Region Chairs, Advising Community Chairs, Advising Community Cluster Reps, and NACADA Executive Office staff are not eligible for nomination. NACADA's Executive Office staff does not disclose who is nominated or how many individuals are nominated for any award/scholarship. Because we believe there is considerable strength in diversity, the selection committee strongly encourages applications from groups under-represented in the association and its leadership.

Recipient receives:

- Complimentary NACADA Administrators' Institute early registration fee.

Eligibility Criteria:

- Nominee/applicant must be a current member of NACADA at the time of application.
- Previous Administrators' Institute participants will be considered after applicants who have not previously attended the Institute, if funding is available.

Number of awards/scholarships available:

Up to 4 scholarships available.

Application materials required (all documents must be uploaded in PDF format, including letters):

Submit materials via the NACADA Awards online nomination system including the following documents, uploaded in PDF form. Failure to meet these requirements may mean the packet is noted as ineligible by readers.:

Nomination/Application Letter: This letter should:

- Summarize the nominee/applicant's qualifications
- Incorporate a personal philosophy statement regarding the nominee/applicant's approach to advising and/or advising administration.
- Include examples of any prior professional development activities and institutional organizations, including NACADA, the nominee/applicant has participated in are valuable.
- List and describe the goals you hope to accomplish by participating in the Administrators' Institute. Prompts:
 - How will your participation in this institute help you grow as a professional?
 - In what ways would you like to extend your involvement in NACADA?
- **Letters SHOULD NOT exceed three pages, single spaced.**

Letter of Support: Please include one letter of support and/or recommendation. This letter may come from your institution's officials, colleagues, employees, supervisors, or students - anyone who might augment the selection committee's understanding of the nominee. Letters must be on institutional letterhead. **Letters SHOULD NOT exceed two pages, single spaced.**

Current Resume or Curriculum Vita: Please limit entries to material that pertains directly to academic advising, presenting relevant information from the nominee/applicant's overall resume/vita. Please include the nominee/applicant's current job with either a position description or a list of job responsibilities.

Financial statement of need/budget: Please briefly describe how receiving this scholarship would impact the ability to attend the NACADA event. Include a brief budget outline of the plans to attend the NACADA event, including which parties are responsible for funding. **This document SHOULD NOT exceed one page, single spaced.**

Selection rubric provided at the end of this document.

Selection Process:

Applications/nominations in this category are read and evaluated by Administrators' Institute Advisory Board readers. The Administrators' Institute Advisory Board Chair makes the final selections based on the reviews completed by the volunteer members.

Expectations of Award/Scholarship winner:

Recipients may be asked by NACADA to provide a written testimonial of their event experience including ways in which their career and/or education benefitted from receiving the NACADA Scholarship.



Global Awards

Administrators' Institute Scholarship

Administrators' Institute Scholarship:

This scholarship supports NACADA members in attending NACADA's Administrators' Institute.

Eligibility:

- Nominee/applicant must be a current member of NACADA at the time of application.
- Previous Administrators' Institute participants will be considered after applicants who have not previously attended the Institute, if funding is available.

<p>Award Criteria</p> <p><i>*All required documentation must be submitted in pdf format.</i></p>	<p>Inadequate</p> <p>0</p> <p><i>*No evidence is demonstrated. Expectations not met.</i></p>	<p>Fair</p> <p>1</p> <p><i>*Some evidence is demonstrated. Some expectations met.</i></p>	<p>Proficient</p> <p>2</p> <p><i>*Most evidence is demonstrated. Meets expectations.</i></p>	<p>Excellent</p> <p>3</p> <p><i>*All evidence is demonstrated. Exceeds expectations.</i></p>
<p>Required Documentation:</p> <ol style="list-style-type: none"> 1. Nomination Letter (should not exceed three pages, single spaced) 2. Letter of Support (should not exceed two pages, single spaced) 3. Current Resume or Curriculum Vita 4. Financial statement of need/budget (should not exceed one page, single spaced) 	<p>Incomplete nomination. Required documentation not included.</p> <p><i>Application ineligible for further evaluation.</i></p>			<p>All required documentation included.</p>
<p>Event and Professional Goals:</p> <ol style="list-style-type: none"> 1. Does the nominee clearly state their interest in attending the NACADA Administrators' Institute including what they hope to gain from attending the Institute? 2. Does the nominee clearly state how participation in the Institute will help them grow as a professional? 3. Does the nominee clearly state how they would like to extend their involvement in NACADA? 	<p>Nominee has no evidence supporting their participation and career goals nor their interest in the Administrators' Institute and NACADA involvement.</p>	<p>Nominee has some evidence supporting their participation and career goals, as well as their interest in the Administrators' Institute and NACADA involvement.</p> <p>Commentary is broad and includes sweeping statements. No specific examples included.</p>	<p>Nominee has compelling evidence supporting their participation and career goals, as well as their interest in the Administrators' Institute and NACADA involvement.</p> <p>Some specific examples are included.</p>	<p>Nominee has overwhelming evidence supporting their participation and career goals, as well as their interest in the Administrators' Institute and NACADA involvement.</p> <p>Specific examples are included.</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. Updated by the NACADA Executive Office August 2024.*