

Region 3 Outstanding Advising Award Rubric
Excellence in Advising- Advising Administrator

Advising Administrator Role	Award Criteria	Inadequate 0 Indicator: no evidence is demonstrated	Fair 1 Indicator: some evidence is demonstrated	Proficient 2 Indicator: most evidence is demonstrated; meets expectations	Advanced 3 Indicator: all evidence is demonstrated; exceeds expectations
Recognizes individuals who provide direct academic advising services to students but whose primary responsibility is as an administrator or director of an academic advising program.	<ul style="list-style-type: none"> • Administrative Materials Complete • Nomination/Application Letter • Letters of Support • Nominee Resume or Curriculum Vita 	Incomplete packet. One or more required items is missing from the submission. <i>Application automatically ineligible for further evaluation or consideration.</i>	Nomination letter offers broad, sweeping statements as qualifications without any specific examples. All other materials have been submitted.	Nomination letter outlines candidate’s qualifications using specific behavior-based examples. There are no additional comments from others. All materials have been submitted and are complete.	Nomination letter outlines candidate’s qualifications with specific behavior-based examples, including examples from others (colleagues & students) as well as quotes/comments. All materials have been submitted and are complete.
	<ul style="list-style-type: none"> • Interpersonal/Human Relations Skills (verbal/non-verbal communication, listening skills, questioning, manners, negotiation, problem-solving, decision making, assertiveness, social awareness/empathy, responsibility/accountability, self-management) 	Nominee has no evidence through submitted material.	Nominee has some evidence as demonstrated through submitted material. Commentary is broad based.	Nominee has compelling evidence as demonstrated through submitted material. Specific examples are included.	Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee’s interpersonal skills with specific examples or quotes from colleagues/students.
	<ul style="list-style-type: none"> • Professional Practices <ul style="list-style-type: none"> ○ NACADA Core Values: Responsible to themselves & their profession; to individuals they advise; to their institutions; to higher ed; to their educational community 	Nominee has no evidence supporting NACADA Core Values.	Nominee has some evidence or body of experience that supports NACADA’s Core Values.	Nominee has strong or compelling evidence that supports NACADA’s Core Values.	Nominee has overwhelming evidence or body of experience that supports NACADA’s Core Values.

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	<ul style="list-style-type: none"> Documented Success (planning/forethought, organization, presentation skills, creativity, initiative, trust, credibility) 	Nominee has no evidence of documented success.	Nominee has some evidence or workplace experience with documented success.	Nominee has documented and sustained contributions to advising on his/her campus. Specific examples included.	Nominee has documented and developed advising-related initiatives to advising locally, regionally and/or nationally. Exemplifies continued growth as an advising administrator.
	<ul style="list-style-type: none"> Documented Advisor/Administrator Development 	Nominee has not participated formally or informally in advisor development activities.	Nominee has begun to participate or has short-term participation and support of in advisor/administrative development activities. (i.e. service to campus advising-related committees)	Nominee has documented on-going participation in and support of advisor/administrator development activities on his/her campus or in his/her region.	Nominee has documented sustained participation in and support of advisor/administrator development activities on the campus, regional and/or national level, perhaps taken on a leadership role.
	<ul style="list-style-type: none"> Personal Advising/Advising Administration Philosophy (optional but encouraged) **BONUS POINTS** 	No advising/Advising Administration Philosophy submitted.	Advising/Advising Administration Philosophy included is in the developing stages. There is some evidence of an emerging philosophy but further development would make it stronger.	Advising/Advising Administration Philosophy is included and is well-articulated, considers advising and/or student development theory and has depth of thought and application.	Advising/Advising Administration Philosophy is included and is well-articulated, and well-grounded in advising and/or student development theory; has depth of thought and application and clearly connects to the advising administrator's work on a personal level.

Sources:

See sources on the Excellent in Advising- Primary Role rubric