Award/Scholarship Title: Excellence in Advising Awards

Award/Scholarship Description: Excellence in Advising Awards are offered 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 Categories:

Excellence in Advising – New Advisor: Recognizes individuals who have demonstrated qualities associated with outstanding academic advising of students and who have served as an advisor for a period of at least one (1) but no more than three (3) years.

Excellence in Advising – Primary Role Advisor: Recognizes individuals whose primary role at the institution is the direct delivery of advising services to students and who provide outstanding academic advising support to students.

Excellence in Advising – Two-Year Institution Advisor: Recognizes individuals employed by a two-year institution who provide outstanding academic advising support to students.

Excellence in Advising – Faculty Advisor: Recognizes individuals whose primary responsibility is teaching and who spend a portion of their time providing outstanding academic advising services to students.

Excellence in Advising – Advising Administrator: Recognizes individuals who may provide outstanding direct academic advising services to students but whose primary responsibility is as an administrator or director of an academic advising program for three (3) years or more in that role. Nominees for this award are not required to be a current member of NACADA.

These one-time awards/scholarships are non-transferrable to another person or activity/event. Individuals may nominate themselves. A person may not apply/be nominated for more than one Excellence in Advising Award category per year. Additionally, a person may not apply/be nominated for both an Excellence in Advising Award and a Service to the Region Award and/or a Diversity, Equity, and Inclusion Advising Champion Award the same year. Reimbursement requests will be processed after the Region Conference and must be processed before December 1 of the Award season calendar year. Current NACADA Board members, NACADA Council members, Region Steering Committee members, 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.

Eligibility Criteria:
- New Advisor, Primary Role Advisor, Two-Year Institution Advisor, and Faculty Advisor nominees/applicants must be a current member of NACADA at the time of application.
- Nominee/applicant must have worked in the advising profession for a minimum of one (1) year.

- Nominee/applicant may apply only in their own region.

Recipient receives:
- $600 Professional Development stipend for the purpose of funding the following:
  - NACADA Region Conference early registration fee
  - One-year NACADA membership renewal
  - The remaining stipend funds are provided to the recipient via reimbursement to be used towards travel, lodging, and/or other approved costs associated with attending the Region Conference.
- A framed certificate of recognition
- Recognition at the Region Conference Awards and Scholarships recognition program

Number of awards/scholarships available:
1 award for each Excellence in Advising category

Certificates of Merit: While one award will be awarded, regions may award a Certificate of Merit to one or two nominees/applicants based on evaluation scores. Certificate of Merit winners receive an electronic certificate from the region and recognition at the Region Conference. Certificate of Merit winners do not receive event registration or travel reimbursement funds.

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:

Nomination/Application Letter: This letter should summarize the nominee/applicant's qualifications and why the individual is being nominated for the award. This document should provide evidence and specific examples that demonstrate excellent performance. This document should also incorporate a personal philosophy statement regarding the nominee/applicant's approach to advising and/or advising administration. Examples of any NACADA professional development activities the nominee/applicant has participated in are valuable. All pertinent information should be listed in the letter; links to websites, etc. will not be accepted. The letter SHOULD NOT exceed three pages, single spaced.

Letters of Support: Include two letters of support. These letters may come from colleagues, employees, supervisors, or students - anyone who might augment the selection committee's understanding of the nominee. 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. All pertinent information should be listed in the resume; links to websites, etc. will not be accepted.

Selection Rubrics:
Selection rubrics provided at the end of this document.

The Selection Committee will evaluate applications/nominations on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor. Such evidence may include, but is not

limited to:

- Interpersonal and human relations skills
- Professional practices/NACADA Core Competencies and values
  Documented professional success
- Documented professional development

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

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Region Awards
Excellence in Advising - New Advisor Award Scoring Rubric

REGION EXCELLENCE IN ADVISING AWARDS

Excellence in Advising Awards are offered 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 – New Advisor:

Recognizes individuals who have demonstrated qualities associated with outstanding academic advising of students and who have served as an advisor for a period of at least one (1) but no more than three (3) years.

Eligibility Criteria:
- must be a current member of NACADA at the time of application.
- Nominee/applicant must have worked in the advising profession for a minimum of one (1) year.
- Nominee/applicant may apply only in their own region.

Award Criteria *All required documentation must be submitted in pdf format.*	**Inadequate** **0** *No evidence is demonstrated. Expectations not met.*	**Fair** **1** *Some evidence is demonstrated. Some expectations met.*	**Proficient** **2** *Most evidence is demonstrated. Meets expectations.*	**Excellent** **3** *All evidence is demonstrated. Exceeds expectations.*
Required Documentation: 1. Nomination Letter (should not exceed three pages, single spaced) 2. 2 Letters of Support (each should not exceed two pages, single spaced) 3. Current Resume or Curriculum Vita	Incomplete nomination. Required documentation not included or in incorrect format. ***Application ineligible for further evaluation.***			Required documentation included.
Interpersonal and Human Relations Skills: 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 and fairness?	Nominee has no evidence supporting demonstrated interpersonal and human relations skills. Commentary does not relate to the nominee's interpersonal and human relations skills.	Nominee has some evidence supporting demonstrated interpersonal and human relations skills. Commentary is broad and includes sweeping statements. No specific examples included.	Nominee has compelling evidence supporting demonstrated interpersonal and human relations skills. Some specific examples are included but are lacking supportive quantitative and/or	Nominee has overwhelming evidence supporting demonstrated interpersonal and human relations skills. Specific examples are included backed by quantitative and/or qualitative data, such as

Criteria				
4. Does the nominee have frequent contact with students to 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?			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.
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. 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?	Nominee has no evidence supporting demonstrated best professional practices nor is there evidence the nominee supports NACADA's Core Competencies and Values. Commentary does not relate to the nominee's professional practices or support of NACADA's Core Competencies and Values.	Nominee has some evidence supporting demonstrated best professional practices, as well as some evidence the nominee supports NACADA's Core Competencies and Values. Commentary is broad and includes sweeping statements. No specific examples included.	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. 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.	Nominee has overwhelming evidence supporting demonstrated best professional practices, as well as overwhelming evidence the nominee supports NACADA's Core Competencies and Values. 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.
Documented Professional Success: 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?	Nominee has no evidence supporting documented professional success. Commentary does not relate to the nominee's professional success.	Nominee has some evidence supporting documented professional success. Commentary is broad and includes sweeping statements. No specific examples included.	Nominee has strong or compelling evidence supporting documented professional success. Some specific examples are included but are lacking supportive quantitative and/or qualitative data, such as	Nominee has overwhelming evidence supporting documented professional success. Specific examples are included backed by quantitative and/or qualitative data, such as numeric reports and/or

			numeric reports and/or quotes from students, colleagues, and/or supervisors.	quotes from students, colleagues, and/or supervisors.
Documented Professional Development: 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?	Nominee has no evidence supporting documented professional development. Commentary does not relate to the nominee's professional development.	Nominee has some evidence supporting documented professional development. Limited examples of short-term participation in professional organizations and professional development activities beyond normal job duties are included.	Nominee has strong or compelling evidence supporting documented professional development. Some specific examples of the nominee's ongoing participation in professional organizations and professional development activities beyond normal job duties are included.	Nominee has overwhelming evidence supporting documented professional success. Specific examples of the nominee's sustained participation in professional organizations and professional development activities beyond normal job duties are included. The nominee may have served in or is currently serving in a leadership capacity beyond normal job duties.

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. Updated by the NACADA Executive Office July 2024.

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

○NACADA

Region Awards
Excellence in Advising – Primary Role Advisor Award Scoring Rubric

REGION EXCELLENCE IN ADVISING AWARDS

Recognizes individuals whose primary role at the institution is the direct delivery of advising services to students and who provide outstanding academic advising support to students.

Excellence in Advising – Primary Role Advisor:

Recognizes individuals whose primary role at the institution is the direct delivery of advising services to students.

Eligibility Criteria:
- must be a current member of NACADA at the time of application.
- Nominee/applicant must have worked in the advising profession for a minimum of one (1) year.
- Nominee/applicant may apply only in their own region.

Award Criteria *All required documentation must be submitted in pdf format.*	Inadequate **0** *No evidence is demonstrated. Expectations not met.*	Fair **1** *Some evidence is demonstrated. Some expectations met.*	Proficient **2** *Most evidence is demonstrated. Meets expectations.*	Excellent **3** *All evidence is demonstrated. Exceeds expectations.*
Required Documentation: 1. Nomination Letter (should not exceed three pages, single spaced) 2. 2 Letters of Support (each should not exceed two pages, single spaced) 3. Current Resume or Curriculum Vita	Incomplete nomination. Required documentation not included or in incorrect format. ***Application ineligible for further evaluation.***			Required documentation included.
Interpersonal and Human Relations Skills: 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 and fairness?	Nominee has no evidence supporting demonstrated interpersonal and human relations skills. Commentary does not relate to the nominee's interpersonal and human relations skills.	Nominee has some evidence supporting demonstrated interpersonal and human relations skills. Commentary is broad and includes sweeping statements. No specific examples included.	Nominee has compelling evidence supporting demonstrated interpersonal and human relations skills. Some specific examples are included but are lacking supportive quantitative and/or	Nominee has overwhelming evidence supporting demonstrated interpersonal and human relations skills. Specific examples are included backed by quantitative and/or qualitative data, such as

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?			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.
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. 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?	Nominee has no evidence supporting demonstrated best professional practices nor is there evidence the nominee supports NACADA's Core Competencies and Values. Commentary does not relate to the nominee's professional practices or support of NACADA's Core Competencies and Values.	Nominee has some evidence supporting demonstrated best professional practices, as well as some evidence the nominee supports NACADA's Core Competencies and Values. Commentary is broad and includes sweeping statements. No specific examples included.	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. 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.	Nominee has overwhelming evidence supporting demonstrated best professional practices, as well as overwhelming evidence the nominee supports NACADA's Core Competencies and Values. 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.
Documented Professional Success: 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?	Nominee has no evidence supporting documented professional success. Commentary does not relate to the nominee's professional success.	Nominee has some evidence supporting documented professional success. Commentary is broad and includes sweeping statements. No specific examples included.	Nominee has strong or compelling evidence supporting documented professional success. Some specific examples are included but are lacking supportive quantitative and/or qualitative data, such as	Nominee has overwhelming evidence supporting documented professional success. Specific examples are included backed by quantitative and/or qualitative data, such as numeric reports and/or

			numeric reports and/or quotes from students, colleagues, and/or supervisors.	quotes from students, colleagues, and/or supervisors.
Documented Professional Development: 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?	Nominee has no evidence supporting documented professional development. Commentary does not relate to the nominee's professional development.	Nominee has some evidence supporting documented professional development. Limited examples of short-term participation in professional organizations and professional development activities beyond normal job duties are included.	Nominee has strong or compelling evidence supporting documented professional development. Some specific examples of the nominee's ongoing participation in professional organizations and professional development activities beyond normal job duties are included.	Nominee has overwhelming evidence supporting documented professional success. Specific examples of the nominee's sustained participation in professional organizations and professional development activities beyond normal job duties are included. The nominee may have served in or is currently serving in a leadership capacity beyond normal job duties.

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Region Awards
Excellence in Advising – Two-Year Institution Advisor 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 – Two-Year Institution Advisor Award:

Recognizes individuals employed by a two-year institution who provide outstanding academic advising support to students.

Eligibility Criteria:
- must be a current member of NACADA at the time of application.
- Nominee/applicant must have worked in the advising profession for a minimum of one (1) year.
- Nominee/applicant may apply only in their own region.

Award Criteria *All required documentation must be submitted in pdf format.*	Inadequate **0** *No evidence is demonstrated. Expectations not met.*	Fair **1** *Some evidence is demonstrated. Some expectations met.*	Proficient **2** *Most evidence is demonstrated. Meets expectations.*	Excellent **3** *All evidence is demonstrated. Exceeds expectations.*
Required Documentation: 1. Nomination Letter (should not exceed three pages, single spaced) 2. 2 Letters of Support (each should not exceed two pages, single spaced) 3. Current Resume or Curriculum Vita	Incomplete nomination. Required documentation not included or in incorrect format. ***Application ineligible for further evaluation.***			Required documentation included.
Interpersonal and Human Relations Skills: 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 and fairness?	Nominee has no evidence supporting demonstrated interpersonal and human relations skills. Commentary does not relate to the nominee's interpersonal and human relations skills.	Nominee has some evidence supporting demonstrated interpersonal and human relations skills. Commentary is broad and includes sweeping statements. No specific examples included.	Nominee has compelling evidence supporting demonstrated interpersonal and human relations skills. Some specific examples are included but are lacking supportive quantitative and/or	Nominee has overwhelming evidence supporting demonstrated interpersonal and human relations skills. Specific examples are included backed by quantitative and/or qualitative data, such as

			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.
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?				
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. 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?	Nominee has no evidence supporting demonstrated best professional practices nor is there evidence the nominee supports NACADA's Core Competencies and Values. Commentary does not relate to the nominee's professional practices or support of NACADA's Core Competencies and Values.	Nominee has some evidence supporting demonstrated best professional practices, as well as some evidence the nominee supports NACADA's Core Competencies and Values. Commentary is broad and includes sweeping statements. No specific examples included.	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. 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.	Nominee has overwhelming evidence supporting demonstrated best professional practices, as well as overwhelming evidence the nominee supports NACADA's Core Competencies and Values. 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.
Documented Professional Success: 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?	Nominee has no evidence supporting documented professional success. Commentary does not relate to the nominee's professional success.	Nominee has some evidence supporting documented professional success. Commentary is broad and includes sweeping statements. No specific examples included.	Nominee has strong or compelling evidence supporting documented professional success. Some specific examples are included but are lacking supportive quantitative and/or qualitative data, such as	Nominee has overwhelming evidence supporting documented professional success. Specific examples are included backed by quantitative and/or qualitative data, such as numeric reports and/or

			numeric reports and/or quotes from students, colleagues, and/or supervisors.	quotes from students, colleagues, and/or supervisors.
Documented Professional Development: 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?	Nominee has no evidence supporting documented professional development. Commentary does not relate to the nominee's professional development.	Nominee has some evidence supporting documented professional development. Limited examples of short-term participation in professional organizations and professional development activities beyond normal job duties are included.	Nominee has strong or compelling evidence supporting documented professional development. Some specific examples of the nominee's ongoing participation in professional organizations and professional development activities beyond normal job duties are included.	Nominee has overwhelming evidence supporting documented professional success. Specific examples of the nominee's sustained participation in professional organizations and professional development activities beyond normal job duties are included. The nominee may have served in or is currently serving in a leadership capacity beyond normal job duties.

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NACADA: The Global Community for Academic Advising. (2017). NACADA core values of academic advising. Retrieved from
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Region Awards
Excellence in Advising – Faculty Advisor Award Scoring Rubric

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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 – Faculty Advisor:

Recognizes individuals whose primary responsibility is teaching and who spend a portion of their time providing academic advising services to students.

Eligibility Criteria:
- must be a current member of NACADA at the time of application.
- Nominee/applicant must have worked in the advising profession for a minimum of one (1) year.
- Nominee/applicant may apply only in their own region.

Award Criteria *All required documentation must be submitted in pdf format.*	Inadequate **0** *No evidence is demonstrated. Expectations not met.*	Fair **1** *Some evidence is demonstrated. Some expectations met.*	Proficient **2** *Most evidence is demonstrated. Meets expectations.*	Excellent **3** *All evidence is demonstrated. Exceeds expectations.*
Required Documentation: 1. Nomination Letter (should not exceed three pages, single spaced) 2. 2 Letters of Support (each should not exceed two pages, single spaced) 3. Current Resume or Curriculum Vita	Incomplete nomination. Required documentation not included or in incorrect format. ***Application ineligible for further evaluation.***			Required documentation included.
Interpersonal and Human Relations Skills: 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 and fairness?	Nominee has no evidence supporting demonstrated interpersonal and human relations skills. Commentary does not relate to the nominee's interpersonal and human relations skills.	Nominee has some evidence supporting demonstrated interpersonal and human relations skills. Commentary is broad and includes sweeping statements. No specific examples included.	Nominee has compelling evidence supporting demonstrated interpersonal and human relations skills. Some specific examples are included but are lacking supportive quantitative and/or	Nominee has overwhelming evidence supporting demonstrated interpersonal and human relations skills. Specific examples are included backed by quantitative and/or qualitative data, such as

	No evidence	Some evidence	Strong/compelling evidence	Overwhelming evidence
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? 7. Does the nominee show a willingness to put the needs of their advisees before their own projects/research?			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.
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. 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?	Nominee has no evidence supporting demonstrated best professional practices nor is there evidence the nominee supports NACADA's Core Competencies and Values. Commentary does not relate to the nominee's professional practices or support of NACADA's Core Competencies and Values.	Nominee has some evidence supporting demonstrated best professional practices, as well as some evidence the nominee supports NACADA's Core Competencies and Values. Commentary is broad and includes sweeping statements. No specific examples included.	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. 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.	Nominee has overwhelming evidence supporting demonstrated best professional practices, as well as overwhelming evidence the nominee supports NACADA's Core Competencies and Values. 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.
Documented Professional Success: 1. Does the nominee demonstrate planning/forethought, organization, presentation skills, creativity, initiative, trust, credibility in their advising appointments?	Nominee has no evidence supporting documented professional success.	Nominee has some evidence supporting documented professional success.	Nominee has strong or compelling evidence supporting documented professional success.	Nominee has overwhelming evidence supporting documented professional success.

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?	Commentary does not relate to the nominee's professional success.	Commentary is broad and includes sweeping statements. No specific examples included.	Some specific examples are included but are lacking supportive quantitative and/or qualitative data, such as numeric reports and/or quotes from students, colleagues, and/or supervisors.	Specific examples are included backed by quantitative and/or qualitative data, such as numeric reports and/or quotes from students, colleagues, and/or supervisors.
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ONACADA

Region Awards
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:

Recognizes individuals who may provide outstanding direct academic advising services to students but whose primary responsibility is as an administrator or director of an academic advising program for three (3) years or more in that role. Nominees for this award are not required to be a current member of NACADA.

Eligibility Criteria:
- Nominee/applicant's primary responsibility is as an administrator or director of an academic advising program for three (3) years or more in that role.
- Nominee/applicant must have worked in the advising profession for a minimum of one (1) year.
- Nominee/applicant may apply only in their own region.

Award Criteria *All required documentation must be submitted in pdf format.*	Inadequate **0** *No evidence is demonstrated. Expectations not met.*	Fair **1** *Some evidence is demonstrated. Some expectations met.*	Proficient **2** *Most evidence is demonstrated. Meets expectations.*	Excellent **3** *All evidence is demonstrated. Exceeds expectations.*
Required Documentation: 1. Nomination Letter (should not exceed three pages, single spaced) 2. 2 Letters of Support (each should not exceed two pages, single spaced) 3. Current Resume or Curriculum Vita	Incomplete nomination. Required documentation not included or in incorrect format. ***Application ineligible for further evaluation.***			Required documentation included.
Interpersonal and Human Relations Skills: 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 considers the needs and perspectives of students, direct reports, and campus colleagues through communication, openness, acceptance, and equity?	Nominee has no evidence supporting demonstrated interpersonal and human relations skills. Commentary does not relate to the nominee's interpersonal and human relations skills.	Nominee has some evidence supporting demonstrated interpersonal and human relations skills. Commentary is broad and includes sweeping statements. No specific examples included.	Nominee has compelling evidence supporting demonstrated interpersonal and human relations skills. Some specific examples are included but are lacking supportive quantitative and/or qualitative data, such as	Nominee has overwhelming evidence supporting demonstrated interpersonal and human relations skills. Specific examples are included backed by quantitative and/or qualitative data, such as numeric reports and/or

4. Is there evidence that the nominee is a strong collaborator with other academic or student support units on campus? 5. Does the nominee demonstrate effective leadership and strong administrative skills?			numeric reports and/or quotes from students, colleagues, and/or supervisors.	quotes from students, colleagues, and/or supervisors.
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? 5. Is the nominee knowledgeable of information technology applicable to their department's and institution's goals? 6. Does the nominee promote and support training and development opportunities for their direct reports? 7. Is the nominee an advocate for advisors and advising at their institution?	Nominee has no evidence supporting demonstrated best professional practices nor is there evidence the nominee supports NACADA's Core Competencies and Values. Commentary does not relate to the nominee's professional practices or support of NACADA's Core Competencies and Values.	Nominee has some evidence supporting demonstrated best professional practices, as well as some evidence the nominee supports NACADA's Core Competencies and Values. Commentary is broad and includes sweeping statements. No specific examples included.	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. 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.	Nominee has overwhelming evidence supporting demonstrated best professional practices, as well as overwhelming evidence the nominee supports NACADA's Core Competencies and Values. 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.
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?	Nominee has no evidence supporting documented professional success. Commentary does not relate to the nominee's professional success.	Nominee has some evidence supporting documented professional success. Commentary is broad and includes sweeping statements. No specific examples included.	Nominee has strong or compelling evidence supporting documented professional success. Some specific examples are included but are lacking supportive quantitative and/or qualitative data, such as numeric reports and/or quotes from students, colleagues, and/or supervisors.	Nominee has overwhelming evidence supporting documented professional success. Specific examples are included backed by quantitative and/or qualitative data, such as numeric reports and/or quotes from students, colleagues, and/or supervisors.

Documented Professional Development:	Nominee has no evidence supporting documented professional development.	Nominee has some evidence supporting documented professional development.	Nominee strong or compelling evidence supporting documented professional development.	Nominee overwhelming evidence supporting documented professional success.
1. Is the nominee a member of NACADA and/or other professional organizations? 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.	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.	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.

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