

**MONTANA STATE UNIVERSITY
COLLEGE OF ENGINEERING
EXCELLENCE IN ADVISING AWARD**

The MSU College of Engineering is soliciting nominations for the College of Engineering Excellence in Advising Award, which recognizes excellence in advising as demonstrated through significant contributions to academic advising. The award consists of a \$500 honorarium and is announced at the College's Annual Awards Ceremony luncheon held in May. Anyone may nominate an individual for this award; an individual may not nominate himself/herself.

Criteria:

The Award is open to any individual engaged in advising: either tenure-track or non-tenure track faculty or a classified or professional staff member whose primary responsibility is to advise students. The nomination should be grounded on an extraordinary record of advising excellence. This award will closely follow the National Academic Advising Association's core values and the criteria for their national outstanding advising award (www.nacada.ksu.edu), as well as MSU's Center for Faculty Excellence Academic Advising Award (<http://www.montana.edu/teachlearn/>).

Examples of advising activities for consideration include, but are not limited to, the following:

- Strong interpersonal skills that include a caring, helpful attitude toward advisees, faculty, and/or staff.
 - Reliable and consistent availability to advisees, faculty, and staff.
 - Frequency of contact with advisees.
 - Meeting advisees in informal settings.
 - Appropriate referral activity.
- Commitment to engage in developmental advising as compared to prescriptive advising.
 - Participation in and support of intrusive advising to build strong relationships with advisees.
 - Seek to understand and modify barriers to student progress.
 - Help students establish realistic goals and objectives and encourage them to be responsible for their own progress and success.
 - Acknowledge that students have learning needs that vary based upon individual skills, goals, responsibilities, and experiences.
 - Skill in guiding and supporting the student's journey and academic development.
- Support for student progress towards graduation and career goals.
 - Monitoring of student progress toward academic and career goals.
 - Mastery of institutional regulations, policies, and procedures.
 - Evidence of student success rate, by advisor or department.
- Demonstrated outreach and initiatives to support student success.
 - Develop relationships with personnel critical to student success including those in such diverse areas as admissions, orientation, instruction, financial aid, housing, health services, athletics, academic departments, and the registrar's office.
 - Participation in and support of advisor development programs.

Nomination Requirements:

The required nomination packet should consist of the following materials:

- Nomination letter that includes a brief summary (limited to two pages) describing the accomplishments of the nominee relative to the criteria above.
- One letter of support from any appropriate source (limited to two pages).

Note: If nominations exceed the page limit noted, the Chair will remove the nomination packet from consideration.

Deadline: Nomination packets are to be sent electronically to the Dean's Office (kosen@coe.montana.edu) no later than **Monday, March 18, 2013.**

Selection Process: The recipient will be selected by a committee appointed by the Dean.