

## **UT MARTIN: ACADEMIC AFFAIRS PROCEDURE**

**SUBJECT:** Selection of the Outstanding Academic Advisor Award

**AUTHORITY:** VCAA

**EFFECTIVE:** 3/21/2017

**PURPOSE:** To establish guidelines for the selection of the Outstanding Academic Advisor Award.

The UT Martin Outstanding Academic Advisor Award shall be selected each spring semester by the Deans Council using the following procedures:

1. Each dean, in consultation with his or her department chairs, will nominate one faculty or staff member who exemplifies the qualities of an outstanding academic advisor.
2. While there is no prescribed format for nomination packages, the Deans Council will evaluate nominations based on evidence of effective advising qualities and practices which distinguish the nominee as an outstanding academic advisor. Such evidence may include, but is not necessarily limited to, the following:
  - Accessibility to advisees
  - Promptness and accuracy of responses to advisee questions
  - Understanding of general academic information
  - Effective monitoring of academic progress toward degree requirements
  - Knowledge of appropriate courses, course content and course options
  - Ability to assist with long-range academic planning
  - Knowledge of career information and resources
  - Ability to refer students with problems to the appropriate offices and resources
  - Demonstration of a helpful attitude toward advisees
  - Demonstrated success in facilitating student retention and/or graduation
  - Attendance at and/or support of advisor development programs
  - Perception by colleagues of nominee's strong advising abilities
3. The winner of the Award will receive a one-time bonus of \$1,000. He/she will also be recognized with the presentation of a plaque at Honors Day.
4. Winners of the Award will be eligible to receive another Award only after five years have passed since the prior selection.