

UTSA Academic Advising

These are things to keep in mind when you are considering nominating an individual for an award.

Criteria: Excellence in Advising – Primary Role & Excellence in Advising – New Advisor

Interpersonal Skills

- ▶ Is the nominee available and willing to meet with students and colleagues?
- ▶ Does the nominee exhibit most or all the following qualities and skills in their advising appointments: verbal/non-verbal communication, listening skills, questioning, manners, negotiation, problem-solving, decision making, assertiveness, social awareness/empathy, responsibility/accountability, and self-management?
- ▶ Does the nominee go beyond normal duties to meet with students in settings other than prescribed?
- ▶ Does the nominee demonstrate superior interpersonal skills with other members of their department and outside of the department?

Professional Practices

- ▶ Responsible to themselves & their profession; to individuals they advise; to their institutions; to higher education; to their educational community.
- ▶ Does this nominee promote advising on campus and proactively create advising interactions?
- ▶ Does this nominee utilize campus networks and make appropriate referrals?
- ▶ Is this advisor knowledgeable about their institution's policies and procedures?
- ▶ Does this advisor set high standards of practice for advising?
- ▶ Does he/she participate in affecting change on campus?
- ▶ Does the nominee initiate and participate in training and development for advisors?

Documented Success

- ▶ Does the nominee demonstrate planning/forethought, organization, presentation skills, creativity, initiative, trust, credibility?
- ▶ Is there data to show student success following advisor/student interaction?
- ▶ Has the nominee been recognized this year as an outstanding advisor or advisor of the year on their campus?

Documented Advisor Development

- ▶ There is documented evidence that the advisor participates in and attends advising development workshops, webinars, and training as put on by NACADA or their institution.
- ▶ Is the nominee a member of professional organizations?
- ▶ Has the nominee contributed to the professional development of others on the campus or through presentations at professional meetings and conferences?

Criteria: Excellence in Advising – Advising Administrator

Interpersonal Skills

- ▶ Does this administrator exhibit a caring, helpful attitude towards students, direct reports, and campus colleagues?
- ▶ Is there evidence that this administrator is a strong collaborator with other academic or student support units on campus?
- ▶ Is this person recognized for being an effective leader and for possessing strong administrative skills?
- ▶ Does the nominee demonstrate superior interpersonal skills with other members their department and outside of the department?

Professional Practices

- ▶ Responsible to themselves & their profession; to individuals they advise; to their institutions; to higher education; to their educational community.
- ▶ Does this administrator promote and engage in advising and advising administration that is grounded in sound theory, research and educational practice?
- ▶ Does this nominee utilize campus networks and make appropriate referrals?
- ▶ Does this administrator promote and support training and development opportunities for his/her direct reports?
- ▶ Does this administrator set high standards of practice for advising?
- ▶ Is this administrator an advocate for advisors and advising at their institution?

Documented Success

- ▶ Is there evidence of departmental growth and development, including successful initiatives, implementations, or enhancements brought forth under the direction of this administrator?
- ▶ Is there evidence of student learning or success within the purview of the administrator's advising unit?
- ▶ Is there testimony by colleagues to the nominee's strong performance as an administrator?
- ▶ Has the administrator been recognized for an award on his/her campus?

Documented Advisor Development

- ▶ Is this nominee a member of NACADA? Other professional organizations?
- ▶ Does this administrator attend and/or present at conferences and participate in professional development activities to enhance his/her acumen as an advising administrator?
- ▶ Has this administrator contributed to the professional development of others on his/her campus?