



## **CALS Excellence in Advising Award**

The College of Agriculture and Life Sciences will recognize excellence in advising with an award presented at the Spring CALS/MAFES Awards Luncheon. The award winner will receive a plaque and \$1,000. The winner will also be submitted for consideration of University-level advising awards (the Foil-Wyatt Outstanding New Faculty Advisor Awards or the Irvin Atly Jefcoat Advising Awards) as appropriate.

### **Eligibility**

1. Faculty and staff who serve as an advisor to undergraduate, graduate, or professional students are eligible. However, faculty and staff holding the rank of Department Head/Director or higher are not eligible for the award.
2. Each nomination must include the endorsement of the faculty/staff member's Department/Center Head.
3. The Selection Committee reserves the right to not grant any awards.

### **Nomination Process**

1. Applications should be submitted to [nominations@cals.msstate.edu](mailto:nominations@cals.msstate.edu) as a **single** pdf.
2. The nomination packet should include the following:
  - a. A letter of nomination (any faculty member may nominate any eligible faculty/staff);
  - b. A maximum five-page curriculum vitae highlighting advising activities;
  - c. Each nomination must include at least three letters of support from current or former students;
  - d. Each nominee must include a letter of endorsement from the nominee's Department/Center Head;
  - e. A personal statement by the nominee of his/her advising philosophy (limited to two pages);
  - f. Optional supporting material such as representative materials developed by the nominee or additional letters of support from advisees, colleagues, and administrators (not to exceed 10).



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### **Selection Process**

An *ad hoc* committee chaired by the CALS Director of Academic Relations, Curriculum and Advising will review the nomination packages. Using information supplied by the nominees, members of the committee will score each nominee for the criteria listed below. Average scores for each of these criteria will be used in the final evaluation. The applicant with the overall highest score will be the award recipient.

Evidence of exemplary advising will be based on the following criteria:

1. Availability to advisees, faculty, or staff
2. Demonstration of a caring and helpful attitude toward advisees, faculty, and staff
3. Meeting advisees in informal settings
4. Perception by colleagues of nominee's advising skills
5. Participation in and support of intrusive advising to build strong relationships with advisees
6. Evidence of student success in the academic and/or research arenas
7. Frequency of contact with advisees
8. Use and dissemination of appropriate information sources
9. Mastery of institutional regulations, policies, and procedures
10. Recognition of nominee for outstanding advising or advising information
11. Monitoring of student progress toward academic & career goals
12. Strong interpersonal skills
13. Appropriate referral activity
14. Developmental advising vs. course scheduling
15. Participation & delivery of workshops & seminars on advising.