

2018 Irvin Atly Jefcoat Excellence in Advising Awards Mississippi State University

OBJECTIVE

To recognize outstanding academic advising and to enhance visibility to the institutional commitment to quality advising.

STRATEGY

Mississippi State University will award annually two **Irvin Atly Jefcoat Excellence in Advising Awards**, one for faculty and one for staff. The awards will be presented in the spring semester. A cash award of \$5,000 will be presented to each recipient. In addition, MSU will nominate the **Irvin Atly Jefcoat Excellence in Advising Award** winners for the National Academic Advising Association's Outstanding Advisor Awards.

ELIGIBILITY REQUIREMENTS

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 or higher **are not** eligible for the awards.
2. Each nomination must include endorsement of faculty/staff member's Dean, Department Head or other relevant academic administrator.
3. The Selection Committee reserves the right to not grant any awards.

CRITERIA

The Selection Committee will evaluate nominations through documentation 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:

- *Availability to advisees, faculty, or staff
- *Meeting advisees in informal settings
- *Perception by colleagues of nominee's advising skills
- *Evidence of student success in the academic arena
- *Frequency of contact with advisees
- *Mastery of institutional regulations, policies, and procedures
- *Monitoring of student progress toward academic & career goals
- *Strong interpersonal skills
- *Developmental advising** vs. course scheduling
- *Demonstration of a caring and helpful attitude toward advisees, faculty and staff
- *Participation in and support of intrusive advising to build strong relationships with advisees
- *Use and dissemination of appropriate information sources
- *Recognition of nominee for outstanding advising or advising information
- *Appropriate referral activity
- *Participation & delivery of workshops & seminars on advising

NOMINATION PROCEDURES

Nominations should contain adequate factual or descriptive material to enable the Selection Committee to ascertain the extent to which an individual meets the awards criteria listed above. The completed nomination package should include:

1. A summary of the nominee's qualifications, which is the principle component of the nomination package. The nominator should summarize the extent to which the nominee meets the award criteria, citing letters of support, data, or other materials illustrative of exemplary performance as an advisor.
2. Appendices: The appendices support the summary of nominee's qualifications. Appendices may include, but are not necessarily limited to:
 - representative materials developed by the nominee
 - letters of support from advisees, colleagues, and administrators (not to exceed 10)
 - letter of endorsement by the faculty member's dean
3. Each nomination must include at least three letters of support from former students (at least two must be from students that graduated within the last five years).
4. Nominee's resume, or vita, that clearly identifies "advisor" actions and activities including participation in developmental events. Please limit entries to material that pertains directly to academic advising, presenting relevant information from the nominee's overall resume/vita.
5. A personal statement on advising by the nominee
6. Interested Faculty and Staff must submit an application in PDF form to the Office of the Provost and Executive Vice President (email mfultz@provost.msstate.edu) by the deadline of **5:00 p.m. on Monday, April 2, 2018**.
7. Winners of the Jefcoat Advising awards will submit a paper copy of the application suitable for display in the Mitchell Memorial Library.

**Examples of Developmental Advising: career planning, goal setting, extracurricular activities, preparation of students for national competitions, etc.

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Excellence in Advising Awards
Mississippi State University

1. NOMINEE

Name Title
College/Department Mail Stop
Local Mailing Address E-mail
Telephone: Campus Other local or cell
Signature of Nominee Date

2. NOMINEE BACKGROUND

Faculty or Staff
Total years experience as an academic advisor at MSU?
Current number of assigned advisees: Undergraduate students Graduate students
Number of previously assigned MSU advisees: Undergraduate students Graduate students
Total years experience as an academic advisor ?
Other institutions (where, when)?
What is the nominee's primary academic responsibility?
If a faculty nominee, what proportion of the nominee's time is assigned to academic advising? %;
What proportion is assigned to: teaching %; research %; publishing %; service %.

3. NOMINATOR(s)

Name(s) Title(s)
College/Department Mail Stop
Local Mailing Address E-mail
Telephone: Campus Other local or cell
Signature of Nominator Date
Dean's signature Date

4. ATTACHMENTS (as specified under "Nomination Procedures"):

- 1. Nominee's summary of qualifications
2. The nominee's resume or vita
3. Personal statement by nominee
4. Appendices to support summary qualifications
5. Make sure to include in the nomination packet, this form and supporting material.

DEADLINE - Interested Faculty and Staff must submit an application in PDF form to the Office of the Provost and Executive Vice President (email nfultz@provost.msstate.edu) by the deadline of 5:00 p.m. on Monday, April 2, 2018.

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