MISSISSIPPI STATE UNIVERSITY™
OFFICE OF THE PROVOST AND
EXECUTIVE VICE PRESIDENT

2027 Wes Ammon Outstanding New Staff Advisor Award

Mississippi State University will award annually one **Wes Ammon Outstanding New Staff Advisor Award.** The award will be presented in the spring semester, and a cash award will be presented to the recipient. In addition, MSU will nominate the **Wes Ammon Outstanding New Staff Advisor Award** winner for the National Academic Advising Association's Outstanding Advisor Award.

ELIGIBILITY REQUIREMENTS

1. A Staff member who has demonstrated qualities associated with outstanding academic advising of undergraduate students and who has served an academic advisor for a minimum of one year and no more than three (3) years are eligible.
2. Self-nomination is permitted with appropriate supporting documentation.
2. Each nomination must include the endorsement of the staff member's Dean/Supervisor, Department Head, or other relevant academic administrator.
3. The Selection Committee reserves the right not to grant an award.

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, and/or staff
- Demonstration of a caring and helpful attitude toward advisees, faculty, and staff
- Meeting advisees in informal settings
- Perception by colleagues of nominee's advising skills
- Participation in and support of holistic advising to build strong relationships with advisees
- Evidence of student success in the academic arena
- Frequency of contact with advisees
- Use and dissemination of appropriate information sources
- Mastery of institutional regulations, policies, and procedures
- Recognition of nominee for outstanding advising or advising information
- Monitoring student progress toward academic & career goals
- Strong interpersonal skills
- Appropriate referral activity
- Holistic advising vs. course scheduling
- 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 award criteria listed above. The completed nomination package should include:

1. A summary of the nominee's qualifications. 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 provide supporting documentation that reinforces the nominee's qualifications. In addition to the required support letter from the staff members' Dean/Supervisor, appendices may include- but are not limited to- the following:
    a. Informational materials created or developed by the nominee.
    b. Up to eight letters of support from advisees, colleagues, and administrators.
    c. At least three letters of support must be from current or former students (these count towards the eight-letter maximum).
3. Nominee's resume, or vita, that clearly identifies advising-related actions and activities including

participation in professional developmental events. Please limit entries to information directly related to academic advising, presenting only the most pertinent details from the nominee's overall resume or CV.

4. A personal statement on academic advising by the nominee.
5. Staff members interested in being considered must submit their application as a single PDF file to the Office of the Provost and Executive Vice President (email Advisingawards@provost.msstate.edu) by the deadline of **5:00 p.m. on Wednesday, February 17, 2027**.