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

2027 Irvin Atly Jefcoat Excellence in Advising Awards

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 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 academic advisor to undergraduate, graduate, or professional students are eligible. *Faculty and staff holding the rank of Department Head or higher **are not** eligible for the awards.*
2. Self-nomination is permitted with appropriate supporting documentation.
2. Each nomination must include the endorsement of the faculty/staff member's Dean/Supervisor, Department Head, or other relevant academic administrator.
3. The Selection Committee reserves the right not to grant any awards, and past recipients are not eligible for the 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, 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 in workshops & trainings 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. 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, in addition to the required support letter from the faculty/staff members Dean/Supervisor, may include, but are not necessarily limited to:
    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 material that pertains directly to academic advising, presenting relevant information from the nominee's overall resume/vita.

4. A personal statement on academic advising by the nominee.
5. Interested Faculty and Staff must submit an application in PDF form 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**.