

# 2021 Wes Ammon Outstanding New Staff Advisor Award 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 one **Wes Ammon Outstanding New Staff Advisor Award**. The award will be presented in the spring semester and a cash award of \$1000 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 as an academic advisor for a minimum of one year and no more than five (5) 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 to not 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:

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

## 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, 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, in addition to the required support letter from the staff member's Dean/Supervisor, 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 8)
3. Each nomination must include at least three letters of support from current or former students.
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. A Staff member who is interested must submit an application in PDF form to the Office of the Provost and Executive Vice President (email [mfultz@provost.msstate.edu](mailto:mfultz@provost.msstate.edu)) by the deadline of **5:00 p.m. on Monday, March 22, 2021**.
7. The winner of the **Wes Ammon Outstanding New Staff Advisor Award** will submit a paper copy of the application suitable for display in the Mitchell Memorial Library.
8. The winner of the **Wes Ammon Outstanding New Staff Advisor Award** will be requested to participate in an Advising Workshop facilitated by the University Academic Advising Council.

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