

2023 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 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. 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 to not 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
- *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, in addition to the required support letter from the faculty/staff members 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 10)
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. Interested Faculty and Staff must submit an application in PDF form to the Office of the Provost and Executive Vice President (email lstricklin@provost.msstate.edu) by the deadline of **5:00 p.m. on Wednesday, March 1, 2023**.
7. Winners of the **Irvin Atly Jefcoat Excellence in Advising Award** will submit a paper copy of the application suitable for display in the Mitchell Memorial Library.
8. Winners of the **Irvin Atly Jefcoat Excellence in Advising 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.