

Outstanding Academic Advisor Award

Experienced Advisor Award Rubric

Award intended for professionals with more than 5 years of professional advising experience. Recognizes advisors whose primary role at the institution is direct delivery of academic advising services to students.

Award Criteria	Inadequate 0 Indicator: No evidence is demonstrated	Fair 1 Indicator: Some evidence is demonstrated; meets expectations	Proficient 2 Indicator: Most evidence is demonstrated; exceeds expectations	Outstanding 3 Indicator: All evidence is demonstrated; highly surpasses expectations
<input type="checkbox"/> Administrative Materials Complete <input type="checkbox"/> Nomination/Application Letter <input type="checkbox"/> Letters of Support <input type="checkbox"/> Nominee Resume	Incomplete packet. One or more required items is missing from the submission. Application automatically ineligible for further evaluation or consideration	Nomination letter offers broad, sweeping statements as qualifications without any specific examples. All other materials have been submitted	Nomination letter outlines candidate's qualifications using specific behavior-based examples. There are no additional comments from others. All materials have been submitted and are complete.	Nomination letter outlines candidate's qualifications with specific behavior-based examples, including examples from others (colleagues & students) as well as quotes/comments. All materials have been submitted and are complete.
<input type="checkbox"/> Providing Information <ul style="list-style-type: none"> ▪ <i>Is the nominee available and willing to meet with students and colleagues?</i> ▪ <i>Does the nominee exhibit consistent use of the Advisement Database (UG only) or other Student CRM tools?</i> ▪ <i>Does the nominee show mastery of regulations, policies, and procedures?</i> ▪ <i>Does the nominee monitor student progress toward academic and career goals?</i> 	Nominee has no evidence through submitted material.	Nominee has some evidence through submitted material. Commentary is broadly based.	Nominee has compelling evidence demonstrated through submitted material. Specific examples are included.	Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee's ability with specific examples or quotes from colleagues/students.



<ul style="list-style-type: none"> ▪ Does the nominee proactively use and disseminate information resources? ▪ Does the nominee demonstrate planning/forethought, organization, presentation skills, creativity, initiative, trust, and credibility? ▪ Does the nominee initiate or participate in training and development of new advisors? 				
<input type="checkbox"/> Counseling and advocacy <ul style="list-style-type: none"> ▪ Does the nominee exhibit strong interpersonal skills with other members of their department and outside of the department? ▪ Does the nominee cultivate and develop relationships with advisees? ▪ Does the nominee engage in student advocacy when necessary? ▪ Is the nominee responsible to themselves, their advisees, their institution, and to the educational community? ▪ Is there evidence the nominee has encouraged new advisors to build their counseling and advocacy skills on campus through a thorough knowledge of campus processes? 	Nominee has no evidence through submitted material.	Nominee has some evidence through submitted material. Commentary is broadly based.	Nominee has compelling evidence demonstrated through submitted material. Specific examples are included.	Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee's ability with specific examples or quotes from colleagues/students.
<input type="checkbox"/> Mentoring <ul style="list-style-type: none"> ▪ Does the nominee encourage students to pursue 	Nominee has no evidence through submitted material.	Nominee has some evidence through submitted material.	Nominee has compelling evidence demonstrated through submitted material.	Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee's



<p><i>scholarships, fellowships or advanced learning opportunities?</i></p> <ul style="list-style-type: none"> ▪ <i>Does the nominee help students integrate their education, curriculum and experiences into their overall personal and professional journey?</i> ▪ <i>Does the nominee convey a passion for education and learning to their students?</i> ▪ <i>Has the nominee contributed to the professional development of other advisors on campus?</i> 		<p>Commentary is broadly based.</p>	<p>Specific examples are included.</p>	<p>ability with specific examples or quotes from colleagues/students.</p>
<p>□ Connecting to the campus community</p> <ul style="list-style-type: none"> ▪ <i>Does the nominee collaborate with other colleagues and departments?</i> ▪ <i>Is the nominee involved with programs or events outside their home department?</i> ▪ <i>Does the nominee utilize campus networks and make appropriate referrals?</i> ▪ <i>Does the nominee support students in creating meaningful connections to the school, their peers, and their faculty?</i> ▪ <i>Is there documented evidence that the nominee participates in and attends advising development workshops, webinars and trainings as put on by CAA,</i> 	<p>Nominee has no evidence through submitted material.</p>	<p>Nominee has some evidence through submitted material.</p> <p>Commentary is broadly based.</p>	<p>Nominee has compelling evidence demonstrated through submitted material.</p> <p>Specific examples are included.</p>	<p>Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee's ability with specific examples or quotes from colleagues/students.</p>



<i>USC or other external associations?</i>				
<input type="checkbox"/> Personal Advising Philosophy	No advising philosophy submitted	Advising philosophy is in the developing stages. There is some evidence of an emerging philosophy, but it needs further development.	Advising philosophy considers advising and/or student development theory and has depth of thought and application.	Advising philosophy is grounded in advising and/or student development theory; has depth of thought and application and clearly connects to the advisor's work on a personal level.