The College of Arts and Sciences has the following goals for academic advising:

- To help students in choosing educational objectives and degree programs commensurate with their interests and abilities;
- To help students in understanding the requirements of their intended degree programs;
- To help students in selecting courses with particular attention to when required courses are offered;
- To help students in understanding the short- and long-term consequences of their choices;
- To give students information on policies, procedures, and programs of the university;
- To give students information on services and educational opportunities that might be pertinent to their goals and needs;
- To help students in clarifying their life and career goals.

THE AWARD

1. Purpose

The award is to honor an academic advisor in the College of Arts and Sciences for excellence in academic advising in the year or years immediately preceding the conferring of the award.

2. Eligibility

Any faculty member who serves in an advising role in the College of Arts and Sciences is eligible.

3. Selection Committee

The selection committee shall consist of the Dean of the College of Arts and Sciences, The Assistant or Associate Dean who is responsible for supervising academic advising in the college, a member of the professional advising staff in the college, and the two most recent prior recipients of the award. If any of these individuals are not available, the Dean will appoint additional faculty or staff with knowledge of and experience in advising in the college in order to bring the committee membership to at least five people.

4. Selection Procedure

Faculty are permitted to nominate themselves. Nominations will be solicited by the College of Arts and Sciences in the fall semester of each academic year. Faculty can
also nominate colleagues. The completed nomination must be submitted to the College of Arts and Sciences mid February.

5. Nomination Packet

The nomination packet should include some or all of the following:
   a. Number of student advised in the department
   b. Number of other students advised, if any
   c. Class levels advised (1st year, 2nd year, etc)
   d. Types of majors advised
   e. Number of advising appointments per year
   f. Advisee evaluations of advising
   g. Colleagues’ evaluation of advising
   h. Advising material developed (e. e. handouts, web pages, etc.)
   i. Advising workshops, conferences attended
   j. Publications related to advising
   k. Professional association related to advising
   l. Other awards related to advising
   m. Nominator’s statement, if appropriate
   n. The packet should not exceed five pages.