

September 2019

## College and University Level Advising Awards

The Committee for Advising Excellence (CAE) proposes to create two separate distinctions that can be awarded through the same application process. The first award level will be named the **College Advising Excellence Award** (“College” will be replaced by each winner’s respective college, for example “CBPM Advising Excellence Award”) and the second award level will be named the **West Chester University Outstanding Advisor Award**. The CAE will determine award winners annually. While each College may have multiple award winners, there will be only one winner at the university level.

### Candidate Pool

A single candidate pool will be used to give both awards. To obtain the maximum possible candidate pool, candidates will be solicited from two sources. First, those who have won the ODK (Omicron Delta Kappa) Academic Advisor Appreciation Award will be contacted directly by the CAE to submit a formal package for additional distinction.<sup>1</sup> Second, chairs and Deans will be invited to recommend faculty members for consideration for distinction.

1. Nominees from ODK Pool

The CAE will work with ODK to maximize the pool of ODK award winners. Faculty who received an ODK award will be invited to submit an application to CAE for college and university level distinctions. The required application materials will include:

- a. CV or Resume;
- b. Statement of Personal Advising Philosophy;
- c. Chair or Dean’s recommendation form for consideration to the CAE<sup>2</sup>
- d. Completion certificate from WCU’s hybrid Advising Professional Development Program, once it is complete (expected launch Fall 2019)
- e. Supplemental materials (including ODK nomination from student)

2. Nominees outside ODK Pool

To open the awards process to faculty and staff who did not win an ODK award, department chairs and Deans will be invited to recommend faculty who did not receive the ODK award to submit an application to CAE for college and university level distinctions. First, chairs/Deans will be contacted by the CAE with a call for nominations. The chair/Dean then contacts one or multiple faculty members to determine interest in nomination. If the faculty member is interested, an application package can be submitted which will include:

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<sup>1</sup> From the website of the Vice Provost: ODK and the Division of Undergraduate Student Support Services, of which the Honors College is a part, proudly sponsors annual recognition of academic advisors. Nominated by students, these faculty are celebrated for the extra time, attention, and advocacy they provide for students. We are proud of the contributions these individuals make to the campus community.

<sup>2</sup> Department chairpersons must obtain a completed recommendation form from his/her Dean to be considered for the award. Chair/Dean recommendation form will be designed such that the same form can be used for candidates from both pools.

- a. CV or Resume;
  - b. Statement of Personal Advising Philosophy;
  - c. Completion certificate from WCU's hybrid Advising Professional Development Program, once it is complete (expected launch Fall 2019)
  - d. Chair's/Dean's recommendation form for consideration to the CAE
  - e. Supplemental materials
3. Chair/Supervisor Nominee

For a chair/supervisor to be considered for college and university level distinctions, the recommendation form must be completed by the chair/supervisor's immediate superior (Dean for chair recommendation, etc.). Deans will reach out to chairs/supervisor to determine interest in the college and university level distinctions, then fill out the nomination form if an application will be made.

## Selection Process

Application packets will be received by the CAE. Each packet will be scored using a rubric based on NACADA competencies. The assessment process by CAE can lead to three possible outcomes:

1. University Level Distinction – only one faculty member will receive this distinction
2. College Level Distinction – multiple faculty from each College can receive this distinction.
3. No award

### Criteria for selection

The CAE will examine each candidate's application dossier for evidence of proficiency in the areas of interpersonal skills, professional practices, and advisor development. Applications that receive ratings of "outstanding" for each assessment area may be considered for the university level award. College level distinctions can be considered if applicants receive ratings of "proficient" or "outstanding" for each assessment area.

## Publicity

In order to inspire great advising across the WCU community, the CAE will university offices to publicize the award. At a minimum, award winners will be posted on the WCU Advising Website, the WCU homepage, and in the Ram Roundup.

### Presentation of award winners and prizes

- College level winners will be honored at a special event organized by CAE. Winners will receive a framed certificate.
- University award winners will be honored by the President at Winter Commencement and receive a framed certificate or plaque with a monetary prize towards professional development. Alternative keepsakes can be decided by the CAE.

## Timeline

- January
  - The CAE will form a subcommittee of at least 6 faculty members (if possible, one from each college) and 2 other CAE members at the beginning of the calendar year.
- February/March
  - CAE awards subcommittee reaches out to and assists ODK with marketing of Faculty Academic Advisor Appreciation Award.
- April
  - ODK awards presented.
- September
  - Call for applications will be sent to ODK award winners.
  - Call for applications will be sent to chairs for nomination of faculty who did not win ODK award. Deans will be contacted and asked to nominate chairs who did not receive ODK award.
- October
  - Application dossiers due
  - CAE plans December Awards Ceremony for award winners.
  - CAE assesses each application and determines winners.
- November
  - Award winners announced and invited to awards ceremony in December.
- December
  - Presentation of award winners.
  - Collaborate with Communications and Student Affairs to publicize award.
  - Host outstanding advisor awards ceremony.

## Review

At each iteration of this process, the CAE will review the success of its operation and make adjustments as necessary.