

ADVISING AWARD

TAB A: NOMINATION

| | | COMPLETED |
|-----------|--|--------------------------|
| 1. | Nomination Form Self nomination will not be accepted. The nominee must sign the nomination to signify agreement to the nomination. | <input type="checkbox"/> |
| 2. | A letter from the nominee's chairperson or supervisor that addresses the candidate's advising activities. This letter is encouraged but not required. | <input type="checkbox"/> |
| 3. | Copy of the Official Faculty Assignment Sheet indicating percent of time assigned to each of the areas of Teaching, Research, Advising and Service. | <input type="checkbox"/> |

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TAB B: PERSONAL STATEMENT

| | | COMPLETED |
|--|--|--------------------------|
| | <p>Advising Statement - A personal statement which addresses the following criteria:</p> <ul style="list-style-type: none">✓ Effectiveness as an advisor, in academic advising, career counseling, and mentoring.✓ Measures taken to assist students, including assistance for the disabled.✓ Innovative/creative advising methods and procedures. The Candidate's familiarity with Student Advising Support System (SASS) and SUS and FIU requirements, as appropriate.✓ Knowledge of profession, including certification/licensing requirements and knowledge of trends in the field which could affect academic advising or career counseling.✓ Number of advisees seen during the calendar year immediately preceding the year in which award nomination is made. Number of hours devoted to undergraduate advising.✓ Number of students mentored during the calendar year immediately preceding the year in which award nomination is made. Number of hours devoted to mentoring.✓ Number of courses taught during the evaluation period. | <input type="checkbox"/> |

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TAB C: ADVISING PROCEDURES

| | | COMPLETED |
|-----------|---|--------------------------|
| 1. | A statement which addresses the advising procedures in your department or college. | <input type="checkbox"/> |

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TAB D: LETTERS AND SUPPORTING DOCUMENTATION

| | | COMPLETED |
|-----------|---|--------------------------|
| 1. | Letters from five different students explaining why they feel the candidate should receive this award. At least two of these letters shall be from alumni. | <input type="checkbox"/> |
| 2. | Letters from two colleagues explaining why they feel the candidate should receive this award. | <input type="checkbox"/> |