

# KASADA Academic Advising Administrator Of the Year 2018-2019

Nominations must be made by faculty and/or staff. Students are welcome to nominate their academic advisor for the [Terry Kuhn Distinguished Undergraduate Advising Award](#). The nominator is responsible for collecting and submitting all nomination material within the nomination form. Self-nominations are welcome.

Volunteers from KASADA's Executive Board will serve as the selection committee for this award. The Committee will evaluate nominations on the evidence of exceptional advising qualities and practices that distinguish the nominee as an outstanding academic advising administrator.

## Eligibility

1. Any individual serving as an Academic Advising Administrator at any campus of Kent State University. KASADA membership is not required.
2. Nominees must have served in an advising administrator role for at least two years.
3. Nominees must hold at least 75% of a full-time appointment whose primary role is the management of student services.
4. Current Executive Board members are not eligible for consideration for this award. After the member's term of office is over, they may then be eligible for consideration.
5. Previous KASADA Advising Administrator of the Year award winners may be considered if a minimum of five years has passed since receiving the original award.

## Criteria

Nominations of administrators in every stage of their career are welcome. For administrators with a significant length of service, nominators should be sure to include specific examples of how the nominee has demonstrated excellence in the award criteria, in addition to the cumulative impact of their career. For administrators who are newer to the profession, nominators should be sure to highlight how the nominee has made a significant impact in what may be a relatively short amount of time. Any previous nominations, awards, or other forms of recognition may also be included in the letters of support.

All award nomination criteria has been adapted with permission from [ACADAOS Outstanding Advising Administrator Award](#) in addition to the [NACADA Outstanding Advising Administrator Award](#) and the [NACADA Core Values of Academic Advising](#).

Award recipients will be selected on the basis of how the following criteria and characteristics are demonstrated within the nomination material:

### ***Contribution & Service***

- Contributes to the betterment of their campus community through exceptional service, leadership, and accomplishments
- Significantly influences and leads their advising team through the implementation of an advising framework that is grounded in sound theory, research, and educational practice
- A history of involvement in professional organizations and intentionally supports staff in contributing to their advising community

### ***Advocacy & Collaboration***

- Fosters a supportive environment for students, facilitates student success in individual and organizational ways; and advocates for the needs of students and staff
- Develops and enhances collaborative relationships with colleagues, faculty, staff, administrators, and other support units
- Organizes and actively encourages their team to participate in professional development programs

### ***Initiative & Attitude***

- Evidence of departmental development, including successful initiatives, implementations, and enhancements brought forth by the efforts of the advising administrator
- Demonstrates consistent ability to problem solve with a caring and positive attitude with students, staff, and campus colleagues
- Evidence of student success through assessment of programming

### ***NACADA Core Values***

- Models core values in their practice as an advising administrator:
  - Caring
  - Commitment
  - Empowerment
  - Inclusivity
  - Integrity
  - Professionalism
  - Respect

## Submission Procedures

All nomination materials should be submitted via this form:

[https://kent.qualtrics.com/jfe/form/SV\\_eOFdG2fPejv3g1](https://kent.qualtrics.com/jfe/form/SV_eOFdG2fPejv3g1)

**Nomination deadline: March 22, 2019**

Complete nominations will include the following:

1. [Nomination Form](#)
2. A Summary Letter of the Nominee's Qualifications
  - a. In this key piece, 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 advising administrator.
  - b. The letter should address all four award criteria
3. One to three additional letters of recommendation
  - a. These could be letters of support from alumni, peers, supervisors, community members, parents, or other stakeholders who have personal knowledge of the nominee's performance as an advising administrator.

## Recognition Ceremony

After complete nomination forms are received, KASADA will contact nominees to congratulate them on their nomination. All nominees will be announced prior to and honored at the annual advising award ceremony co-sponsored by The Office of Academic Engagement and Degree Completion and KASADA. KASADA will announce the award recipient at the ceremony and provide the recipient with a plaque of recognition in addition to a \$500 professional development scholarship. Selections from the nomination letters will be shared to celebrate the outstanding behaviors of the recipient.

Recipients may also be nominated by KASADA for an appropriate [NACADA Region Excellence in Advising Award](#). Additional material such as a resume/CV and an advising philosophy statement will be requested.

## Questions?

Contact Rachel Scherer, KASADA Awards and Grants Chair, at [rschere4@kent.edu](mailto:rschere4@kent.edu)

## Sources

ACADAOS: Academic Advising Association of The Ohio State University. Outstanding Advising Administrator Award. Retrieved from <https://u.osu.edu/acadaos/awards/outstanding-advising-administrator-award/> (2017, December)

NACADA: The Global Community for Academic Advising. (2017). NACADA core values of academic advising. Retrieved from <https://www.nacada.ksu.edu/Resources/Pillars/CoreValues.aspx>

NACADA: The Global Community for Academic Advising. Outstanding Administrator Award Guidelines. Retrieved from <https://www.nacada.ksu.edu/Programs/Awards/Global-Awards/Outstanding-Advising/Outstanding-Administrator-Guidelines.aspx> (2017, December)