

**THE COLLEGE OF NATURAL SCIENCES OUTSTANDING ADVISING AWARDS**  
**Application Criteria and Guidelines**

Deadline: 3<sup>rd</sup> Friday in February of each year

The CNS Outstanding Academic Advisor Award recognizes the important role played by advisors in ensuring student success.

**Eligibility:**

- Faculty or professional staff advisors (whose primary duties are advising) and have been an employee of UMass Amherst for a minimum of five years are eligible.
- Advisors can be nominated by faculty, staff, or students.
- A nominee who has received, or is scheduled to receive, a cash award from any similar department, college, or university employee recognition program within the past three years is not eligible.

**Criteria:**

Successful nominees will have demonstrated outstanding advising to undergraduates within CNS through a combination of some or all of the following:

- Mastery of advising process
- Availability to students
- Effectiveness and creativity
- Impact on students
- Growth in advising responsibility
- Appropriate referral activity
- Mastery of institutional regulations, policies and procedures
- Performs advising with integrity and dedication

**The Nomination Process:**

The following documentation should be assembled into one pdf document (12-point font, single-spaced, one-inch margins).

1. **A nomination letter** advocating and outlining the case for how the nominee has made significant contributions to the CNS undergraduate experience. (*Maximum three pages.*)
2. **Up to three letters of support** from colleagues or students that demonstrate how the nominee meets the criteria for the award. (*maximum of two pages each*). The letters should:
  - Provide specific examples of the contributions of the nominee with regard to the criteria outlined above.
  - Describe the relationship between the letter writer and the nominee.
3. **Statement of advising philosophy.**

**Deadline:**

Nominating materials for the **CNS Outstanding Advising Award** are due to CNS no later than **5:00 pm on the 3<sup>rd</sup> Friday in February of each year.**

**Submission:**

- Email the complete pdf. document (nomination letter, letters of support, statement of advising philosophy) to Amanda Leigh-Hawkins ([aleigh@cns.umass.edu](mailto:aleigh@cns.umass.edu)).
- Please include **Nomination: CNS Outstanding Advising Award** in the subject heading.