

THE COLLEGE OF NATURAL SCIENCES OUTSTANDING ADVISING AWARDS

Application Criteria and Guidelines

Deadline: 3rd 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 three 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 the advising process
- Adoption of Student Success Collaborative (SSC) tools to improve student success
- 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. The nominee's 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 3rd 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).
- Please use **Nomination: CNS Outstanding Advising Award** in the subject heading.