



*Beth and Don Davis National Alumni Association
Excellence in Advising Award*

Policies and Procedures

The University of South Alabama Alumni Association desires to acknowledge the importance of advising at USA by annually recognizing faculty and staff for their outstanding advising contributions.

Award Name: Beth and Don Davis National Alumni Association
Excellence in Advising Award

Award: Recipient will be presented a cash award and plaque by the Alumni Association at the annual meeting in August 2018.

EVALUATION CRITERIA

Successful nominees should have demonstrated extraordinary:

- ◆ Commitment to and respect for students
- ◆ Efforts to be an effective and innovative academic advisor
- ◆ Desire to create an environment which support students in their academic progress
- ◆ Ability to assist students in planning academic programs suited to their abilities and career goals
- ◆ Commitment to communicate appropriate course selections for degree requirements and consequences of not adhering to the required selections
- ◆ Ability to provide academic alternatives as part of career and personal development
- ◆ Knowledge of on-campus sources for various types of testing, tutoring and counseling
- ◆ Knowledge of academic regulations and procedures

ELIGIBILITY

The award is open to any full-time instructional faculty member or academic advisor staff member with at least three years of advising experience at the University of South Alabama. No college/school or departmental quotas shall exist regarding the number of nominations submitted. Recipients are not eligible for nomination for three consecutive years following the award. Thereafter, they are eligible.

NOMINATING PROCEDURES – Advising Award

- ◆ Any faculty member or academic advisor staff member may be nominated by any student organization officially recognized by the University or by any full-time faculty member.
- ◆ Additional information will be requested by the committee from the nominee and the nominee's dean (in case of a staff academic advisor) or department chair (in case of a faculty member) including:

These materials are due May 30, 2018:

1. A letter from the nominator including rationale for the nomination and any information you want the selection committee to know;
2. **No more than three additional** letters supporting the nomination;
3. Recommendation from the dean/department chair with supporting documentation to include evaluative information from students and colleagues demonstrating how the nominee meets the criteria for the award;
4. Advising load for the past two years, and
5. A concise philosophy of advising statement prepared by the nominee

TIME LINE

Deadline for receipt of nominations:	May 30, 2018
Deadline for receipt of supporting (additional) information from the nominee and nominee's dean/department chair:	June 15, 2018
Presentation of Award at Alumni Association Annual Meeting:	August 2018

CALL FOR NOMINATIONS

The call for nominations will be announced via e-mail to all faculty and student organizations.

SELECTION PROCEDURE

A committee chaired by the Provost, Senior Vice President of Academic Affairs and consisting of the following representatives will select the recipient.

- ◆ Provost, Senior Vice President of Academic Affairs
- ◆ President of the National Alumni Association or designee
- ◆ Vice President of the National Alumni Association
- ◆ President of the Student Government Association
- ◆ President of the Southerners
- ◆ Two faculty members appointed by the Provost, Senior Vice President for Academic Affairs

Nomination Form for Beth and Don Davis National Alumni Association Excellence in Advising Award

Nominations form must be received no later than May 30, 2018. Late nominations will not be considered.

This award is to recognize staff and faculty for excellence in academic advising at the University of South Alabama.

Please type or print all information

Nominee's Name _____ Title _____

Dept. _____ College _____

Nominee's Campus Address _____

Day Phone _____ Email _____

Nominated By _____ Title _____

Organization Representing _____ Day Phone _____

Email _____

Nominator's Mailing Address _____
Signature of Nominator _____

City _____ State _____ Zip _____

Nomination form due May 30, 2018. Items below are due June 15, 2018:

1. A letter from the nominator including rationale for the nomination and any information you want the selection committee to know;
2. **No more than three additional** letters supporting the nomination;
3. Additional information will be requested by the committee from the nominee and the nominee's dean, (in case of a staff academic advisor) or department chair (in case of a faculty member). See nominating procedures for listing of required information.

Eligible individuals include USA Academic Advisor staff and full-time faculty with a minimum of three years experience at USA.

Persons who have received the award in the past three years are not eligible

Past Recipients:

2001 – Melissa Wold	2002 – Theresa Thompson	2003 – Sue Fishman
2004 – Martha Stevens	2005 – Dr. Michael Doran	2006 – Dr. T. G. Jackson
2007 – Genevieve Dardeau	2008 – Linda Pereira	2009 – Dr. Roy J. Daigle
2010 – Dr. Jack O'Brien	2011 - Dr. Teresa Weldy	2012 - Dr. Ellen B. Harrington
2013 – Ms. Nadia K. Bush	2014 – Dr. Keith Blackwell	2016 - Mr. Joshua L. Wooden
2017 – Ms. Cynthia Nobles		

Submit to: THE AWARDS COMMITTEE, USA National Alumni Association
Alumni Relations, Alumni Hall
University of South Alabama Mobile, AL 36688
Office (251) 460-7084 Fax (251) 460-6558