



*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 2017.

**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, 2017:**

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, 2017
Deadline for receipt of supporting (additional) information from the nominee and nominee's dean/department chair:	June 15, 2017
Presentation of Award at Alumni Association Annual Meeting:	August 2017

## **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, 2017. 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 \_\_\_\_\_

Signature of Nominator

Nominator's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Nomination form due May 30, 2017. Items below are due June 15, 2017:**

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

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