

COLLEGE OF FOREST RESOURCES

Faculty Excellence in Advising Award

The College of Forest Resources will initiate a Faculty Excellence in Advising Award which will serve to recognize faculty (Instructor, Assistant, Associate, or Full Professor) with undergraduate advising responsibilities. This Award will be based on a distinguished record of excellence in advising that contributes measurably to student success. A minimum of 3 years of service at Mississippi State University (MSU) is necessary for consideration.

One Faculty Excellence in Advising Award will be made annually and will be recognized at the Advisory Board Banquet typically held in the fall. Recipients will receive a one-time honorarium of \$1,500.

PROCEDURES

I. Eligibility for nomination

- a. Must be a faculty member (Instructor, Assistant, Associate, or Full Professor) with undergraduate advising responsibilities in a department in CFR/FWRC.
- b. Must have a minimum of three years of service at MSU on a full-time basis.
- c. Must be currently employed full time by CFR/FWRC

II. Nomination procedure

- a. Nomination of candidates for a "Faculty Excellence in Advising Award" will originate with the nominee's home department.
- b. The nomination, along with appropriate documentation, will be forwarded to the Dean's office.
- c. Nomination of one candidate from each department will be made by the department head of the respective department.
 - i. All eligible candidates within the department will be considered.
 - ii. Three nominations (one from each department) will be sent to the Dean's office with appropriate documentation. Documentation will consist of:
 1. Fillable form coversheet
 2. Letter of support from Department Head that includes a summary of the nominee's qualifications and demonstrates exemplary performance as an advisor.
 3. 3-5 page brief C.V. of nominee
 4. A personal statement on advising by the nominee
 5. Letters of support from 3 undergraduate advisees

III. Selection Criteria

- a. The Selection Committee will evaluate nomination packages for demonstration of effective advising qualities and practices which distinguish the nominee as an outstanding academic advisor. Such evidence may include, but is not limited to:
 - i. Availability to advisees, faculty, or staff
 - ii. Meeting advisees outside of once per semester formal advising session
 - iii. Perception by colleagues of nominee's advising skills
 - iv. Evidence of student success in the academic arena
 - v. Frequency of contact with advisees
 - vi. Advisee feedback
 - vii. Mastery of institutional regulations, policies, and procedures
 - viii. Monitoring of student progress toward academic & career goals
 - ix. Strong interpersonal skills
 - x. Developmental advising vs. simply course scheduling (e.g. career planning, goal setting, extracurricular activities, preparation of students for national competitions, etc.)
 - xi. Demonstration of a caring and helpful attitude toward advisees
 - xii. Participation in and support of interventive advising to build strong relationships with advisees
 - xiii. Use and dissemination of appropriate information sources
 - xiv. Appropriate referral activity
 - xv. Professional development to build advising effectiveness (i.e. participation in workshops & seminars on advising)

IV. Nominations are due to the Dean by October 15.

V. A committee comprised of the CFR Associate Dean, Director of Student Services and 2 external members drawn from Associate Deans and Undergraduate Coordinators from other MSU colleges will review nominations and make a recommendation to the Dean.

VI. Award will be announced during the fall Advisory Board meeting.

**College of Forest Resources
Excellence in Advising Awards
Mississippi State University**

1. NOMINEE

Name _____ Title _____

College/Department _____ Mail Stop _____

Local Mailing Address _____ E-mail _____

Telephone: Campus _____ Other local or cell _____

Signature of Nominee _____ Date _____

2. NOMINEE BACKGROUND

Total years experience as an academic advisor at MSU? _____

Current number of assigned advisees: Undergraduate students _____

Number of previously assigned MSU advisees: Undergraduate students _____

Total years experience as an academic advisor ? _____

What is the nominee's primary academic responsibility? _____

If a faculty nominee, what proportion of the nominee's time is assigned to academic advising? _____ %;

What proportion is assigned to: teaching _____ %; research _____ %; Extension _____ %; service _____

3. NOMINATOR

Name(s) _____ Title(s) _____

College/Department _____ Mail Stop _____

Local Mailing Address _____ E-mail _____

Telephone: Campus _____ Other local or cell _____

Signature of Nominator _____ Date _____

Dean's signature _____ Date _____

4. ATTACHMENTS (as specified under "Nomination Procedures"):

1. This coversheet fillable form
2. Letter of support from department head that includes a summary of nominees qualifications and demonstrates exemplary performance as an advisor.
3. 3 - 5 page brief C.V.
4. Personal statement on advising by nominee
5. Letters of support from 3 undergraduate advisees

DEADLINE - Complete application package in PDF form to the CFR Dean's office by October 15th.