



MISSISSIPPI STATE UNIVERSITY™

COLLEGE OF FOREST RESOURCES

COLLEGE OF FOREST RESOURCES/FOREST AND WILDLIFE RESEARCH CENTER FACULTY EXCELLENCE IN ADVISING AWARD NOMINATION FORM

The Faculty Excellence in Advising Award is a distinction bestowed upon a faculty member (Instructor, Assistant, Associate, or Full Professor) with undergraduate advising responsibilities in the College of Forest Resources. This Award is 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.

ELIGIBILITY:

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

PROCEDURE:

- Nominations shall originate from the nominee's home department
- There will be one nominee from each department
- The nomination packet will include: this cover sheet, department head letter of support that includes a summary of the nominee's qualifications and demonstrates exemplary performance as an advisor, an abridged CV (only last 3 years will be considered), a personal statement on advising by the nominee, and a maximum of three letters of support from undergraduate advisees.

SELECTION CRITERIA: List on back of nomination form

The Selection 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 evaluate nomination packages for demonstration of effective advising qualities and practices which distinguish the nominee as an outstanding academic advisor.



FACULTY EXCELLENCE IN ADVISING NOMINATION FORM

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 September 15th.

SELECTION CRITERIA:

- Availability to advisees, faculty, or staff
- Meeting advisees outside of once per semester formal advising session
- Perception by colleagues of nominee's advising skills
- Evidence of student success in the academic arena
- Frequency of contact with advisees
- Advisee feedback
- Mastery of institutional regulations, policies, and procedures
- Monitoring of student progress toward academic & career goals
- Strong interpersonal skills
- Developmental advising vs. simply course scheduling (e.g. career planning, goal setting, extracurricular activities, preparation of students for national competitions, etc.)
- Demonstration of a caring and helpful attitude toward advisees
- Participation in and support of interventive advising to build strong relationships with advisees
- Use and dissemination of appropriate information sources
- Appropriate referral activity
- Professional development to build advising effectiveness (i.e. participation in workshops & seminars on advising)