

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

The University of Oklahoma
Norman Campus

MEMORANDUM

TO: Deans/Directors/Chairs
Provost's Advisory Committee on Academic Advising
Vice President Clarke Stroud, Student Affairs
Gerald Gurney, Associate Athletic Director, Athletic Department
Amanda Holloway, President, UOSA
Susan Adams-Johnson, Chair, Graduate Student Senate
Kurt Davidson, Chair, Student Congress

FROM: Nancy L. Mergler, Senior Vice President and Provost

DATE: December 2, 2008

SUBJECT: Provost's Outstanding Academic Advising Awards
Increase in the number of awards!

The Provost's Outstanding Academic Advising Award was established with Associates funds in the Spring, 1991. Since that time, 35 advisers have been selected to receive the Provost's Outstanding Academic Advising Award. In order to recognize and reward outstanding performance by both Faculty and Professional Academic Advisors the number of Provost's Outstanding Academic Advising Awards to be presented this academic year will be increased. A total of four awards of \$1500 each may be given, two awards of \$1500 each may be given to **Faculty Advisors** and two awards of \$1500 each may be given to **Professional Academic Advisors**.

I now seek your assistance in soliciting nominations for the 2008-2009 academic year. The attached policies and procedures for the award were developed after reviewing information from similar programs at other institutions and proposals from various OU groups.

Please apprise faculty, staff, and students in your units about this award and send your nominations to the Provost Office by February 13, 2009. The recipient will be recognized at ceremonies in April.

If you have any questions about this award, please contact Mechelle Gibson at (405) 325-3228. Thank you for your assistance in recognizing our outstanding academic advisers.

NLM/mg

cc: President David L. Boren
Assistant to the Provost Mechelle Gibson

Attachments

2008-2009
PROVOST'S OUTSTANDING ACADEMIC ADVISING AWARD

GOAL: The Provost's Outstanding Advising Award is designed to recognize outstanding contributions made by University of Oklahoma professionals and faculty academic advisers who have been determined to have demonstrated the qualities associated with outstanding academic advising of students.

AWARD: Four \$1,500 awards may be given annually to Norman campus academic advisers. Two \$1,500 each awards may be given to Faculty Advisers and two \$1500 each awards may be given to Professional Academic Advisor Awards will be presented in the spring semester. Faculty advisers receiving awards will be recognized at the faculty tribute ceremony. Professional advisers receiving awards will be recognized during OU Staff Week.

ELIGIBILITY: Professional advisers and faculty advisers on the Norman campus are eligible for nomination.

CRITERIA FOR SELECTION: To qualify for the Provost's Outstanding Academic Advising Award, candidates must have consistently provided superior advising services to OU students. The outstanding advising performance should reflect perspective, initiative, and efforts that transcend the boundaries of the adviser's designated advising responsibilities. Normally, candidates should have been involved in advising over a period of several years.

Types of advising activities provided by the candidate could include the following: individual academic advising regarding curriculum and graduation requirements, career counseling, developmental advising related to students' personal and social development, group advising, planning and supervising of academic advising services, use of appropriate information services, appropriate referral to other student services, and support of adviser development programs.

Candidates also should exhibit the following professional and personal characteristics:

- demonstrated concern for the welfare of his/her advisees
- effective interpersonal communication skills
- availability to advisees
- willingness to seek out advisees in informal settings
- ability to intervene on behalf of students in crisis
- mastery of institutional regulations, policies, and procedures

Candidates are expected to view advising as a central function of the academic community.

SELECTION PROCESS:

The Senior Vice President and Provost distribute a call for nominations letter in mid-October. Nominations are returned to the Provost's office mid-February. Each nomination must be accompanied by a minimum of three and a maximum of ten letters of support which specifically indicate how the nominee meets the criteria for selection. One of the letters must be from the department chair or an individual who serves in a supervisory capacity to the academic adviser. Documents made up of a number of brief statements of support or acknowledgment from former or current students will be accepted in addition to the letters of support. The recommendations of the designated selection committee are due to the Provost's Office by the beginning of March. The Senior Vice President and Provost makes the final selection of award recipients, who are recognized at ceremonies in April.