



*The UNIVERSITY of OKLAHOMA.*  
*Office of the Senior Vice President and Provost*

MEMORANDUM

TO: Deans, Directors, and Chairs – Norman Campus  
Provost’s Advisory Committee on Academic Advising  
David Surratt, Vice President for Student Affairs  
Michael Meade, Senior Associate Athletic Director for Academic Services,  
Athletic Department  
Mercer Martin, President, Student Government Association  
Summer Edwards, Chair, Graduate Student Senate  
Caleb Robinson, Chair, Student Congress

FROM: Kathleen Shea Smith, Ph.D.  
Associate Provost for Academic Advising

DATE: February 4, 2026

SUBJECT: Provost’s Outstanding Academic Advisor Award  
Provost’s Outstanding Academic Advising Administrator Award, and  
Provost’s Outstanding New Academic Advisor Award

Nominations are now open for the Provost’s Academic Advising Awards, which recognize exceptional advising, leadership, and emerging excellence across the University of Oklahoma. These awards honor advisors and advising administrators whose work has a direct and lasting impact on student success.

**Provost’s Outstanding Academic Advisor Award**

To recognize and reward outstanding performance by academic advisors, this award was established with Associates funds in spring 1991. Since that time, a select group of advisors, who have been recognized in their exceptional service to students at the University of Oklahoma, have been selected to receive the Provost’s Outstanding Academic Advisor Award. One award of \$3,000 is available.

**Provost’s Outstanding Academic Advising Administrator Award**

This award was established in 2009 to recognize and reward academic advising administrators who have demonstrated outstanding guidance and leadership in the management of advising centers within the academic advising community, as well as in the academic advising of undergraduate and/or graduate students. One award of \$3,000 is available.

### **Provost's Outstanding New Academic Advisor Award**

This award was established in 2007 to recognize and reward advisors working in the profession for two or fewer years who have demonstrated an initiative to master the qualities and practices of the profession. One award of \$1,000 is available.

I now seek your assistance in soliciting nominations for the 2025-2026 academic year. Attached are the procedures and nomination documents for each award. Please apprise faculty, staff, and students in your units about these awards and submit your nomination in PDF format to the [Advising Awards Dropbox](#) by **February 20, 2026**. The recipients will be recognized at the appropriate awards and honors ceremony in the spring.

If you have any questions about these awards, please contact Virginia Davis at [virginia.w.davis@ou.edu](mailto:virginia.w.davis@ou.edu). Thank you for your assistance in recognizing our outstanding academic advisors and administrators.

attachments

cc: André-Denis Wright, Senior Vice President and Provost

## PROVOST'S OUTSTANDING ACADEMIC ADVISOR AWARD

<b>GOAL</b>	The Provost's Outstanding Academic Advisor Award is designed to recognize outstanding contributions made by University of Oklahoma academic advisors who have consistently demonstrated the qualities associated with outstanding academic advising of students.
<b>AWARD</b>	One \$3,000 award may be given annually to an academic advisor on the Norman campus. The award will be presented in the spring semester.
<b>ELIGIBILITY</b>	Professional advisors on the Norman campus are eligible for nomination.
<b>CRITERIA FOR SELECTION</b>	<p>To qualify for the Provost's Outstanding Academic Advisor 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 advisor's designated advising responsibilities. Normally, candidates should have been involved in advising over a period of several years.</p> <p>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 advisor development programs.</p> <p>Candidates also should exhibit the following professional and personal characteristics:</p> <ul style="list-style-type: none"><li>• demonstrated concern for the welfare of their advisees</li><li>• evidence of advising philosophy that supports NACADA's Core Values</li><li>• effective interpersonal communication skills</li><li>• availability to advisees</li><li>• willingness to seek out advisees in informal settings</li><li>• ability to intervene on behalf of students in crisis</li><li>• mastery of institutional regulations, policies, and procedures</li></ul>
<b>SELECTION PROCESS</b>	<p>The Senior Vice President and Provost distributes a call for nominations. Nominations may be made by any current member of the OU faculty, staff, or student body. Only electronic nominations, submitted as a single PDF document, will be accepted. Nominations are due to the <a href="#">Advising Awards Dropbox</a> by February 20, 2026. With the <a href="#">POAAA Nomination Form</a>, each nomination must be accompanied by a minimum of three and a maximum of seven letters of support that specifically indicate how the nominee meets the criteria for selection. One of the letters must be from the college dean, the department chair, or an individual who serves in a supervisory capacity to the academic advisor. In addition to letters of support, documents may include brief statements of support or acknowledgment from former or current students. The recommendations of the designated selection committee are due to the Provost's Office by March 13, 2026. The Senior Vice President and Provost makes the final selection of the award recipient, who is recognized at an awards ceremony in the spring.</p>

# PROVOST'S OUTSTANDING ACADEMIC ADVISING ADMINISTRATOR AWARD

<b>GOAL</b>	The Provost's Outstanding Academic Advising Administrator Award is designed to recognize outstanding contributions made by University of Oklahoma academic advising administrators who have demonstrated the qualities associated with outstanding leadership in the administration of advising centers and academic advising of students.
<b>AWARD</b>	One \$3,000 award may be given annually to a Norman campus academic advising administrator. The Provost's Outstanding Academic Advising Administrator Award will be presented in the spring semester.
<b>ELIGIBILITY</b>	Professional advising administrators on the Norman campus are eligible for nomination.
<b>CRITERIA FOR SELECTION</b>	<p>To qualify for the Provost's Outstanding Academic Advising Administrator Award, candidates must have consistently demonstrated outstanding guidance, management, and leadership in the administration of advising centers as well as in the academic advising of students. Outstanding administration and advising performance should reflect perspective, initiative, and efforts that transcend the boundaries of the administrator's designated responsibilities.</p> <p>Types of administrative leadership provided by the candidate could include the following: objective yet sensitive supervision of staff, including motivating, mentoring, and monitoring; ability to develop bridges with various constituencies; vision toward organization and strategic planning, with accompanying decisiveness; continued professional development for self and staff; and commitment to openness, honesty, and fairness.</p> <p>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, appropriate referral to student services.</p> <p>Candidates also should exhibit the following professional and personal characteristics:</p> <ul style="list-style-type: none"><li>• demonstrated concern for the welfare of his/her staff and advisees</li><li>• effective interpersonal communication skills</li><li>• availability to staff and advisees</li><li>• ability to intervene on behalf of students in crisis</li><li>• mastery of institutional regulations, policies, and procedures</li></ul>
<b>SELECTION PROCESS</b>	<p>The Senior Vice President and Provost distributes a call for nominations. Nominations may be made by any current member of the OU faculty, staff, or student body. Only electronic nominations, submitted as a single PDF document, will be accepted. Nominations are due to the <a href="#">Advising Awards Dropbox</a> by February 20, 2026. With the <a href="#">POAAA Nomination Form</a>, each nomination must be accompanied by a minimum of three and a maximum of seven letters of support that specifically indicate how the nominee meets the criteria for selection. One of the letters must be from the college dean, the department chair, or an individual who serves in a supervisory capacity to the academic advising administrator. In addition to letters of support, documents may include brief statements of support or acknowledgment from former or current students. The recommendations of the designated selection committee are due to the Provost's Office by March 13, 2026. The Senior Vice President and Provost makes the final selection of the award recipient, who is recognized at an awards ceremony in the spring.</p>

## PROVOST'S OUTSTANDING NEW ACADEMIC ADVISOR AWARD

<b>GOAL</b>	The Provost's Outstanding New Academic Advisor Award is designed to recognize and reward advisors working in the profession for two or fewer years who have demonstrated an initiative to master qualities and practices of the profession.
<b>AWARD</b>	One \$1,000 award may be given annually to an academic advisor on the Norman campus. The award will be presented in the spring semester.
<b>ELIGIBILITY</b>	Professional advisors who have been working on the Norman campus for two or fewer years are eligible for nomination.
<b>CRITERIA FOR SELECTION</b>	<p>To qualify for the Provost's Outstanding New Academic Advisor Award, candidates must have consistently provided superior advising services to OU students for two or less years. The outstanding advising performance should reflect perspective, initiative, and efforts that transcend the boundaries of the advisor's designated advising responsibilities.</p> <p>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 advisor development programs.</p> <p>Candidates also should exhibit the following professional and personal characteristics:</p> <ul style="list-style-type: none"><li>• Ability to engage in, promote and support developmental advising</li><li>• Evidence of advising philosophy that supports NACADA's Core Values</li><li>• Participation in advisor development programs</li><li>• Demonstrated concern for the welfare of their advisees</li><li>• Appropriate referral of advisees to University services</li><li>• Perception by colleagues of nominee's advising skills</li><li>• Initiative to master institutional regulations, policies, and procedures</li></ul>
<b>SELECTION PROCESS</b>	<p>The Senior Vice President and Provost distributes a call for nominations. Nominations may be made by any current member of the OU faculty or staff. Only electronic nominations, submitted as a single PDF document, will be accepted. Nominations are due to the <a href="#">Advising Awards Dropbox</a> by February 20, 2026. With the <a href="#">POAAA Nomination Form</a>, each nomination must be accompanied by a maximum of two letters of support that specifically indicate how the nominee meets the criteria for selection. One of the letters must be from the college dean, the department chair, or an individual who serves in a supervisory capacity to the academic advisor. In addition to letters of support, documents may include brief statements of support or acknowledgment from former or current students. The recommendations of the designated selection committee are due to the Provost's Office by March 13, 2026. The Senior Vice President and Provost makes the final selection of the award recipient, who is recognized at an awards ceremony in the spring.</p>

## PROVOST'S OUTSTANDING ACADEMIC ADVISING AWARDS

### 2025-2026 NOMINATION FORM

Information about the awards, including criteria, nomination procedures, and selection processes can be found on the [Norman Campus Provost's Awards website](#). Only electronic nominations, submitted as a single PDF document, will be accepted. Please direct any questions to Virginia Davis at [virginia.w.davis@ou.edu](mailto:virginia.w.davis@ou.edu). Nominations are due to the [Advising Awards Dropbox](#) by February 20, 2026.

**Award** \_\_\_\_\_

#### Nominee Information

Name \_\_\_\_\_

Title \_\_\_\_\_

Department/Unit \_\_\_\_\_

Length of Advising Service \_\_\_\_\_

**Nominator Information:** Anonymous nominations will not be accepted. You may be contacted to provide additional information.

Name \_\_\_\_\_

Department \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

If nominated by a student, please include your OU ID# \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

#### Supporting Documentation

The Nominator's Statement of Support should state why you believe the nominee is an outstanding candidate based on the criteria for this award. In addition, letters of support as detailed on the award criteria document should specifically indicate how the nominee meets the award criteria. One letter must be from an individual who serves in a supervisory capacity to the nominee. Submit all materials as a single PDF.

Nominations are due to the [Advising Awards Dropbox](#) by February 20, 2026.