

FLORIDA A&M UNIVERSITY
ADVISER OF THE YEAR (2024-2025)
CHECKLIST

At the time of application submission, all supporting documents should be provided for the following categories organized and labeled in the given order (include an updated vita and the completed information form) for the appropriate academic year only.

Advising

Include supporting documents.

1. Accessibility to students
2. Advising/Performance
3. Amount/Quality of Advising both within/outside the Major teaching area
4. Contact with students outside of class (i.e. student organizations, chaperon to meetings, etc.)

Special Contributions

Academic program and students. Include supporting documents.

1. Impact/Quality – Major teaching area
2. Impact/Quality – Throughout the University
3. Non-Academic contact – Students

Scholarly Activities

Include supporting documents.

1. Research/Creative Ability/Grads
2. Number and Title of books/articles/creative activities
3. Names of and participation in professional organizations
4. Professional Recognition – Local/State/Regional/National/International

Service

Include supporting documents.

1. Performance of Service
2. Service to Department/College/University
3. Service to Community/Public Service

Qualifications

- Qualifying candidates include any full-time staff member (with at least three-years of experience at FAMU) whose primary responsibility/role at FAMU is advising students, have demonstrated exceptional service to and support of students, are knowledgeable of academic requirements and university policies impacting students, demonstrated a commitment to student support programs and student services within the University, and have not previously received this award.
- No person can receive two awards (teacher and/or adviser) in the same year.

Nomination

Students, faculty, administrators, and alumni may nominate advisement staff members for the award on the nomination form. Given that the award is associated with advising, nominations from students are encouraged.

Nomination Criteria

- Staff members considered for nomination should demonstrate several attributes and characteristics associated with quality advising, including (but not limited to):
- Demonstrates a commitment to engage and help advisees in a caring manner that reinforces principles of excellence in education and authentic support for personal, academic, and professional development.
- Maintains a thorough knowledge/mastery of the academic requirements/program(s) they are assigned to and all institutional policies, procedures, regulations, and supports relevant to students. This includes a knowledge base and collaborative relationships with other appropriate resources that students can be referred to for additional assistance.
- Demonstrates strong interpersonal skills and a genuine interest in and knowledge of students' characteristics, culture, background, goals, and expectations.
- Demonstrates availability and responsiveness to advisees, faculty and/or staff in their role as advisor.
- Continuously monitors student progress toward academic and career goals and itemizes student successes.
- Continues to engage in professional development and seeks to improve teaching and advisement skills.

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APPLICATION

Name:	
Rank/Position:	
Program:	
Department:	
College:	
Campus Address:	
Campus Phone Number:	
Other Phone Number:	
Email:	

I. Advising Experiences

Discuss your advising preparation, interaction and responsibilities.

Attach the following supporting documents for the previous academic year ONLY:

1. Advising/Mentoring Preparation
2. Student-Instructor Interaction
3. Number of Student Responsibility (both semesters)
4. Advising/Mentoring Evaluation, if applicable
5. Advising/Mentoring Materials (curriculum outlines, etc.)
6. Any written materials (not recommendations) received from colleagues, and supervisors.

II. Professional Affiliation/Participation

List your active memberships in professional organizations and any positions held for the previous academic year ONLY.

Year	Organization	Position

III. University Service

List your active university service and any positions held for the previous academic year ONLY.

Year	Organization	Position

IV. Public Service

List your active community service and any positions held for the previous academic year ONLY.

Year	Service	Organization	Position

V. Publications

List your published written work for the previous academic year ONLY.

National Refereed:
National Non-Refereed:
International Refereed:
International Non-Refereed:

List your unpublished written work and its current stage of development for the previous academic year ONLY.

National Refereed:
National Non-Refereed:
International Refereed:
International Non-Refereed:

VI. Presentations

List presentations given during the previous academic year ONLY.

National:
International:

VII. Creative Projects

Creative works may be defined by workshops presented, patents received, performances conducted, phone apps or video games created, exhibitions curated or participated, etc. All related professional projects for the previous academic year **ONLY** that have not been listed in the previous questions may be listed here.

VIII. Research and Project Funding

List any funding received or applied for (not received or still under consideration) that is related to your academic practice during the previous academic year **ONLY**.

Received:
Applied:

IX. Professional Recognition

List any professional awards or recognition received during the previous academic year ONLY.

X. Recommendations

At least one letter must be received for each category.

Colleagues:	
Students:	

Signature

Date