

Annual Advising Awards Rubric

Award Criteria	Inadequate 0 Indicator: no evidence is demonstrated	Fair 1 Indicator: some evidence is demonstrated	Proficient 2 Indicator: most evidence is demonstrated; meets expectation	Outstanding 3 Indicator: all evidence is demonstrated; exceeds expectation
<ul style="list-style-type: none"> • Administrative Materials Complete • Nomination/Application Letter • Letters of Support • Nominee Resume or Curriculum Vita 	<p>Incomplete packet. One or more required items are missing from the submission.</p> <p><i>Application automatically ineligible for further evaluation or consideration.</i></p>	<p>Nomination letter offers broad, sweeping statements as qualifications without any specific examples. All other materials have been submitted.</p>	<p>Nomination letter outlines candidate's qualifications using specific behavior-based examples. There are no additional comments from others. All materials have been submitted and are complete.</p>	<p>Nomination letter outlines candidate's qualifications with specific behavior-based examples, including examples from others (colleagues & students) as well as quotes/comments. All materials have been submitted and are complete.</p>
<p>Interpersonal/Human Relations Skills:</p> <ul style="list-style-type: none"> • <i>Is the nominee available and willing to meet with students and colleagues?</i> • <i>Does the nominee exhibit most or all the following qualities and skills in their advising appointments: verbal/non-verbal communication, listening skills, questioning, manners, negotiation, problem-solving, decision making, assertiveness, social awareness/empathy, responsibility/accountability, and self-management?</i> • <i>Does the nominee go beyond normal duties to meet with students in settings other than prescribed?</i> • <i>Does the nominee demonstrate superior interpersonal skills with other members of their department and outside of their department?</i> 	<p>Nominee has no evidence through submitted material.</p>	<p>Nominee has some evidence as demonstrated through submitted material.</p> <p>Commentary is broad based.</p>	<p>Nominee has compelling evidence as demonstrated through submitted material.</p> <p>Specific examples are included.</p>	<p>Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee's interpersonal skills with specific examples or quotes from colleagues/students.</p>

<p>Professional Practices/NACADA Core Values:</p> <ul style="list-style-type: none"> • <i>Responsible to themselves & their profession; to individuals they advise; to their institutions; to higher education; to their educational community.</i> • <i>Does this nominee promote advising on campus and proactively create advising interactions?</i> • <i>Does this nominee utilize campus networks and make appropriate referrals?</i> • <i>Is this advisor knowledgeable about their institution's policies and procedures?</i> • <i>Does this advisor set high standards of practice for advising?</i> • <i>Does the nominee participate in affecting change on campus?</i> • <i>Does the nominee initiate and participate in training and development for advisors?</i> 	<p>Nominee has no evidence supporting NACADA Core Values or demonstrated best professional practices.</p>	<p>Nominee has some evidence or body of experience that supports NACADA's Core Values and demonstrated best professional practices.</p>	<p>Nominee has strong or compelling evidence that they support NACADA's Core Values and have developed their own best professional practices.</p>	<p>Nominee has overwhelming evidence or body of experience that supports NACADA's Core Values and best professional practices.</p>
<p>Documented Success:</p> <ul style="list-style-type: none"> • <i>Does the nominee demonstrate planning/forethought, organization, presentation skills, creativity, initiative, trust, credibility?</i> • <i>Is there data to show student success following advisor/student interaction?</i> • <i>Has the nominee been recognized this year as an outstanding advisor or advisor of the year on their campus?</i> 	<p>Nominee has no evidence of documented success.</p>	<p>Nominee has some evidence or workplace experience with documented success.</p>	<p>Nominee has documented and sustained contributions to advising on their campus.</p> <p>Specific examples included.</p>	<p>Nominee has documented and developed advising-related initiatives to advising locally, regionally, nationally, or globally.</p> <p>Exemplifies continued growth as an advisor.</p>

<p>Documented Advisor Development:</p> <ul style="list-style-type: none"> • <i>There is documented evidence that the advisor participates in and attends advising development workshops, webinars, and training as put on by NACADA or their institution.</i> • <i>Is the nominee a member of NACADA or other professional organization?</i> • <i>Has the nominee contributed to the professional development of others on the campus or through presentations at professional meetings and conferences?</i> 	<p>Nominee has no evidence of advisor development.</p>	<p>Nominee has begun to participate or has short-term participation in advisor development activities. (i.e., service to campus advising related committees).</p>	<p>Nominee hdocumented ongoing participation in advisor development activities on their campus or in their region.</p>	<p>Nominee documented sustained participation in advisor development activities on the campus, regional and/or national level, perhaps taken on a leadership role.</p>
<p>Personal Advising Philosophy</p>	<p>No advising philosophy submitted.</p>	<p>Advising Philosophy included is in the developing stages. There is some evidence of an emerging philosophy, but further development would make it stronger.</p>	<p>Advising Philosophy is included, considers advising and/or student development theory and has depth of thought and application.</p>	<p>Advising Philosophy is included and grounded in advising and/or student development theory; has depth of thought and application and clearly connects to the administrator's work on a personal level.</p>

Modeled after a Region 3 Awards Rubric Created by Karen B. Hauschild, College of Charleston