Outstanding Administrator Award Rubric

Awards Criteria	Inadequate – 0 Indication: no evidence is demonstrated	Fair – 1 Indicator: some evidence is demonstrated	Proficient – 2 Indicator: most evidence is demonstrated; meets expectations	Outstanding – 3 Indicator: all evidence is demonstrated; exceeds expectations
Materials: • Administrative Materials Complete • Nomination/Application Letter • Letters of Support • Nominee Resume or Curriculum Vita	Incomplete packet. One or more required items are missing from the submission. ***Application automatically ineligible for further evaluation or consideration.***	Nomination letter offers broad, sweeping statements as qualifications without any specific examples. All other materials have been submitted.	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.	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.
Interpersonal/Human Relations Skills: • Does this administrator exhibit a caring, helpful attitude towards students, direct reports, and campus colleagues? • Is there evidence that this administrator is a strong collaborator with other academic or student support units on campus? • Is this person recognized for being an effective leader and for possessing strong administrative skills? • Does the nominee demonstrate superior interpersonal skills with other members of their department and outside of their department?	Nominee has no evidence through submitted material.	Nominee has some evidence as demonstrated through submitted material. Commentary is broad based.	Nominee has compelling evidence as demonstrated through submitted material. Specific examples are included.	Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee's interpersonal skills with specific examples or quotes from colleagues/students.

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Professional Practices/NACADA Core Values: • Responsible to themselves & their profession; to individuals they advise; to their institutions; to higher education; to their educational community. • Does this administrator promote and engage in advising and advising administration that is grounded in sound theory, research, and educational practice? • Does this nominee utilize campus networks and make appropriate referrals? • Does this administrator promote and support training and development opportunities for their direct reports? • Does this administrator set high standards of practice for advising? • Is this administrator an advocate for advisors and advising at their institution?	Nominee has no evidence supporting NACADA Core Values or demonstrated best professional practices.	Nominee has some evidence or body of experience that supports NACADA's Core Values and demonstrated best professional and administrative practices.	Nominee has strong or compelling evidence that they support NACADA's Core Values and have developed their own best professional and administrative practices.	Nominee has overwhelming evidence or body of experience that supports NACADA's Core Values and best professional and administrative practices.
Documented Success: • Is there evidence of departmental growth and development, including successful initiatives, implementations, or enhancements brought forth under the direction of this administrator? • Is there evidence of student learning or success within the purview of the administrator's advising unit? • Is there testimony by colleagues to the nominee's strong performance as an administrator? • Has the administrator been recognized for an award on their campus?	Nominee has no evidence of documented success.	Nominee has some evidence or workplace experience with documented advising administration success.	Nominee has documented and sustained contributions to administration of advising on their campus. Specific examples included.	Nominee has documented and developed advising-related initiatives to advising locally, regionally, nationally, or globally. Exemplifies continued growth as an advising administrator.

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Documented Advising Administrator Development: • Is this nominee a member of NACADA? Other professional organizations? • Does this administrator attend and/or present at conferences and participate in professional development activities to enhance his/her acumen as an advising administrator? • Has this administrator contributed to the professional development of others on their campus?	Nominee has no evidence of advisor development.	Nominee began to participate or has short- term participation in advisor development activities. (i.e., service to campus advising related committees).	Nominee documented ongoing participation in advisor development activities on their campus or in their region.	Nominee documented sustained participation in advisor development activities on the campus, regional and/or national level, perhaps taken on a leadership role.
Personal Advising Administrator Philosophy	No advising philosophy submitted.	Advising Philosophy included is in the developing stages. There is some evidence of an emerging philosophy, but further development would make it stronger.	Advising Philosophy is included, considers advising and/or student development theory and has depth of thought and application.	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.

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

Last Updated: November 2025