UGA Advisor Award Packet Info Session

Julia Butler-Mayes (Office of Instruction)
Mike Merva (Franklin College)
WELCOME!

- Overview of (changes to) award process
- Cover Letter from Supervisor / Unit Head
- Advising Resume / Vita
- Personal Philosophy on Advising
- Supplemental Comments
- Overall Organization
- Selection Process
Awards & Process

- Overview of changes to award process
- Overview of awards
- Selection Committee Composition
- Balance accessible and academic language
- Guidelines, not directives
Supervisor Support Letter

- Provide context of nominee’s job
- Provide evidence they go *above and beyond* their assigned duties
- Provide specific examples
- Qualitative and quantitative information is appropriate
- What does the supervisor know that will not appear elsewhere in the packet?
Advising Resume or Vita

- ADVISING based – not a generic resume
- Job duties for advising/university/student-related positions
- Educational history, with additional exposition when advising-related
- Materials or activities developed to assist in advising
- Participation in UGA-wide advising-related activities
- Participation in professional organizations
- Other activities related to advising which exemplify going above and beyond
- Be picky and impressive, and format efficiently! (2 pages max)
Personal Philosophy

- Zero consensus on what this should look like
- Best practices:
  - Reflect, draft, rewrite, repeat
  - Write well! Have an overarching philosophy (thesis), and specific examples or beliefs related back to this overarching philosophy
  - Use established theories, in service of your own personal advising philosophy
  - What makes your advising different from other advisors?
  - What core values guide you when you have difficult advising decisions to make?
  - How have you grown or changed as an advisor?
Supplemental Student Comments

- Targeted email request?
- Mass email request?
- Supervisor request?
- Open response?
- Advisor request?
- Prompts?
- Qualtrics?
- Award Criteria?
- Student Context?
- Formatting & Organization?
Other Supplemental Materials

- **Colleagues**
  - Paragraph or two is sufficient, full page letter probably unnecessary in most cases
  - Address context in which you work with nominee
  - How has the nominee gone above and beyond what was expected?
  - Give specific examples!

- **Survey Data**
  - Provide context of survey: when distributed, how distributed, and to whom?
  - Provide baseline comparison (average) to ensure audience understands the nominee went above and beyond
Formatting Matters!

- Consistent font choice
- Visually pleasing and organized formatting
- Clear demarcations of different sections and sub-sections
- Sections all retain similar feel
- If you aren’t good at this, ASK FOR HELP! It matters. (Think of the resumes you get...)
Selection Process

- Committee members: (3) SGA-chosen students, plus past three years of outstanding academic advising award winners
- If more than five nominees in a category, nominations are culled to top five by the advisors on the selection committee (not students)
- Committee will use a combination of holistic and rubric-based evaluations to assess winners
- All materials are evaluated in terms of the criteria previously distributed (on award announcement sheet)
QUESTIONS?