



# UGA Advisor Award Packet Info Session

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# 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

Mass email request?

Targeted email request?

Supervisor request?

Prompts?

Advisor request?

Open response?

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...)

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# 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?**