2005 – 2006 JOHN TATE AWARDS FOR EXCELLENCE IN UNDERGRADUATE ADVISING

Purpose
The John Tate Awards serve to recognize and reward academic advising. They call attention to the contribution that academic advising makes in helping students formulate and achieve intellectual, career, and personal goals. By highlighting examples of outstanding advising, the Tate Awards identify positive models and recognize the role that academic advising plays in the University's educational mission.

Eligibility
University employees holding at least 75-percent time appointments, who actively participate in academic advising (directly or administratively), are eligible for this award.

Up to two awards will be given to those whose primary responsibilities include advising, and up to two awards to faculty members.

For the purpose of this award, academic advising is defined as non-classroom contacts with individuals or small groups that help students:

1. develop strategies for academic success;
2. clarify their goals and better understand their abilities;
3. explore educational opportunities;
4. plan educational programs consistent with their interests and abilities;
5. take advantage of University resources and experiential learning opportunities, such as study abroad, internships, directed studies and research, or community service;
6. examine career options and the links between academic preparation and the world of work;
7. monitor and evaluate their educational progress;
8. understand the institutional processes, nature, and purpose for higher education; and
9. make a successful transition from the University to life path and career.

Selection Criteria
Nominees will be evaluated on the basis of a dossier documenting outstanding academic advising, as defined above. The dossier should provide specific evidence of excellence in the following categories:

For All Nominees:
• Concern and guidance for advisees in their educational growth and success;
• **Innovative engagement in developmental advising** (career and life planning) indicated, for example, by changes facilitated;

• **Effective interpersonal skills**;

• **Responsible facilitation of student progress** toward academic and career goals and development;

• **Sustained commitment** to student academic life and development over time; and

• **Contributions to or enrichment of academic advising** at a program, department, or college level--i.e., institutional impact, which may include volume of students served.

**For Professional Advisers & Advising Administrators:**

• **Improvement** and **development** of advising delivery systems;

• **Support of or participation in activities** that enrich academic advising as a field.

**For Faculty Advisers:**

• **Service as a mentor** and role-model;

• **Provision of professional development opportunities** for students.

This list should not be construed as exhaustive or restrictive since the committee will consider any and all of the ways that advisers contribute to undergraduate education, if they are identified and supported by the materials in the dossier.

**Organization and Presentation of Dossier**

The chief administrative officer of each college (or that officer’s designee) will assist nominators in preparation of dossiers for that college’s nominees and will forward the dossiers to the Adviser Awards Selection Committee. Selection of Tate Award recipients will be based solely on the materials included in this dossier.

Each copy of the nominee’s dossier should include (and is limited to):

• **Nomination form** (designated college contact should submit this form online using URL and password provided. Contact Karen Zentner Bacig, kbacig@umn.edu, 612.624.5082 with questions. A printer-friendly version is available to print, for inclusion in the dossier.)

• **Release form** (see http://academic.umn.edu/provost/awards/other.html to download)

• **A statement presenting the full case for the nomination** of *no more than four pages*. This should describe the nominee's qualifications with specific reference to the criteria (or others also employed), as appropriate. The statement should also include a brief job description delineating official responsibilities and descriptions that highlight specific contributions, outcomes, effectiveness, and impact, demonstrating work consistently above and beyond basic job requirements.
• **Letters of support from colleagues and administrators** *(no more than four)* and from *no more than one student or alumnus/a* citing specific examples in support of the nominee *(maximum of 5 letters total)*.

• **Student support documentation** consisting of a *one-page summary* of pertinent comments from 5 students. Nominators may draw from existing evaluation forms to capture student comments.

• **Personal statement by the candidate** of *no more than two pages*, describing advising style, methods, and objectives.

• **Candidate's abbreviated curriculum vitae or resume** *(no more than three pages).*

• **Optional additional brief supporting materials** that help demonstrate the candidate's successful impact on the educational experience of advisees.

**Nomination Procedures**

Each undergraduate college is invited to nominate eligible candidates. In the event that a prospective nominee is not affiliated with a college (for example, advisers in Athletic Counseling), the chief administrative officer of the unit will serve as the college head in the nomination process. Suggestions for nominees may come from faculty, advisers, past and present advisees, administrators, or student organizations. Self-nominations are also welcome.

Nominations must be made to the nominee’s department (which will then forward the nomination to the dean’s office) or directly to the dean’s office of the nominee’s college. **The nomination dossiers must be forwarded from the dean’s office.**

**Six copies** of the completed dossier must be received from the dean or administrative officer by **Thursday, January 26, 2006** at:

Adviser Awards Selection Committee  
Office of the Senior Vice President for Academic Affairs and Provost  
University of Minnesota  
234 Morrill Hall  
100 Church Street S.E.  
Minneapolis, MN 55455

**Checklist:**

- Nomination form (submitted online and printed to be included in the front of the dossier)
- Release form
- Statement of case of nomination
- No more than five (5) letters of support
- Student support documentation from up to five (5) students (no more than one [1] page)
- Current resume or curriculum vitae (no more than three [3] pages)
- Six copies of dossier

For further information regarding the awards program or nomination process, contact Karen Zentner Bacig, 612.624.5082 or kbacig@umn.edu.