2013 – 2014 JOHN TATE AWARDS FOR EXCELLENCE IN UNDERGRADUATE ADVISING

Purpose

The John Tate Awards serve to recognize and reward undergraduate academic and career advising. They call attention to the contribution that 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 and career advising plays in the University’s educational mission.

Eligibility

University staff and faculty (tenure and non-tenure track) holding at least 75-percent time appointments, who actively participate in academic and/or career development of undergraduates (directly or administratively), are eligible for this award. Previous nominees who did not receive the award may be re-nominated; previous recipients are ineligible.

Up to four awards will be given per year. Criteria for the awards are defined for three categories of nominees: faculty, academic advisers, and career advisers. There is no implicit expectation that each category will be represented in any given year.

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

1. **develop** strategies for academic/career success;

2. **clarify** their goals and better understand their abilities;

3. **explore** educational/career 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 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** (academic, career and/or 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 undergraduate advising** at a program, department, or college level—i.e., institutional impact, which may include volume of students served.

**For Academic 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.

For Career Advisers:

• **Provision of excellent career services and programs** that help students clarify career goals, participate in experiential learning and improve job search skills;

• **Collaboration with University units, employers and colleagues** (both locally and beyond) to provide innovative, comprehensive & integrated career services and programs 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.

**Deadline for Nominations**

Completed nomination dossiers must be posted on-line by **no later than 4:00 p.m., Monday, January 13, 2014.**

**Selection of Nominees**

Suggestions for nominees may come from faculty, advisers, past and present advisees, administrators, or student organizations. Although there is no limit to the number of nominations that can be submitted, many colleges have an internal selection process to choose their nominees, and therefore, have an internal deadline prior to the University-wide deadline. Each college has a designated **college contact** for the Tate Awards.
Departments, faculty, and students interested in submitting a nomination should contact their designated contact for information about the college’s internal selection process and deadlines. For a list of designated college contacts check the Tate Awards website or contact Mark Bultmann.

In the event that a prospective nominee is not affiliated with a college (for example, advisers in Athletic Counseling), the individual or group that is submitting the nomination should contact Mark Bultmann to determine the appropriate nomination procedure.

Self-nominations are also welcome.

Copies of successful dossiers can be made available to those requesting them. Dossier contents will include the full dossier except for information covered by the MN Data Privacy Act.

**Organization and Presentation of Dossiers**

The following guidelines apply to the dossiers that are submitted to the Office of Undergraduate Education for the University-wide competition. Because the processes by which colleges select their nominees vary significantly, those preparing dossiers at the departmental level should contact their designated college contacts to determine whether there is an internal selection process at the college level, and if so, what materials are required.

In order to maintain a similar format and appearance among dossiers, the dossiers MUST be prepared using the guidelines and templates provided on the John Tate Awards website. The templates can be downloaded from the website [http://www.academic.umn.edu/provost/awards/tate/nominations.html](http://www.academic.umn.edu/provost/awards/tate/nominations.html).

Dossiers prepared with other materials will not be accepted. This policy has been implemented at the specific request of the selection committees to facilitate the review process. The designated college contacts can also provide counsel for departments or units preparing the dossiers. Each dossier should be labeled with the nominee’s name and college, and should note that the nomination is for the Tate Undergraduate Advising Award.
Photographs, videos, and other types of visual materials not central to the dossier are discouraged. Brevity is encouraged in assembling the following materials. Items in the submitted dossier should be presented in the order listed below.

**Downloading and Saving Templates**

To download a template, click on the template link. A Microsoft Word document will open. Go to the “file” menu and click “save as” to save the document to your computer. Click on the appropriate fields to enter your data. Templates may be emailed to those who will complete the materials, or they may be accessed directly from the website.

The fonts and spacing of the templates are set to conform to the specifications set forth in the guidelines below. The top margin of each template may be increased to accommodate letterhead, if necessary; however please do NOT change any other formatting specifications. Please also note page limitations specified below.

The submitted dossiers should include (and is limited to):

A. **A statement presenting the full case for the nomination of no more than four pages** (using a 12-point font, one-inch margins, and 1.5 line spacing). This should describe the nominee’s qualifications with specific reference to the criteria in the guidelines (or others also employed), as appropriate. The statement should also include a brief job description delineating official responsibilities as well as descriptions of the candidate’s performance that highlight specific contributions, outcomes, effectiveness, and impact, demonstrating work consistently above and beyond basic job requirements.

B. **Personal statement by the candidate** of no more than two pages (using a 12-point font, one-inch margins, and 1.5 line spacing) describing advising style, methods, and objectives.

D. **Letters of support from students, colleagues and administrators** citing specific examples in support of the nominee. No more than five letters total, with at least two from students/alumni, and at least two from colleagues and/or administrators.

D. **Student support documentation** consisting of a one-page summary (using a 12-point font, one-inch margins, and 1.5 line spacing) of pertinent comments from up to
five students. Nominators may draw from existing evaluation forms to capture student comments.

E. **Candidate's abbreviated curriculum vitae or resume** of *no more than three pages* *(using a 12-point font, one-inch margins, and 1.5 line spacing).*

F. **Optional additional brief supporting materials** *(up to five pages)* that help demonstrate the candidate’s successful impact on the educational experience of advisees.

G. **Nomination form** *(the designated college contact should ensure all college information is included in this form)*

H. **Release form.** *(Nominees agree to have information from the nomination made available to the larger community. Various University of Minnesota and/or community media sources may publish information from these dossiers in materials regarding the Tate Awards and/or advising. Private or personal materials should not be included as part of the dossier.)*

**Instructions for submitting the on-line dossiers**

Nomination dossiers must be submitted on-line to a University of Minnesota secure NetFiles site.

To organize the dossier to be submitted, save the template items/sets of items in the order listed below, incorporating the full set of material into a single PDF file. This can be done using Adobe Acrobat; or by printing a complied Word document to PDF; see instructions following the list below.

Please give the PDF a filename formatted as follows: [Last name, First name or first initial of nominee]_[Tate]_[Campus]_[College/Program submitting nomination]

Example of file name: Johnson, Robert_Tate_UMTC_CLA

As noted, organize/save the information detailed above in the following order:

A. The nomination statement

B. Personal statement by the candidate

C. Letters of support from students, colleagues and administrators

D. Student support documentation
E. Candidate's abbreviated curriculum vitae or resume
F. Optional additional brief supporting materials
G. The nomination form
H. The release form

Convert the multiple Word and PDF documents into one PDF document.

Option #1. *Save to PDF* (You must have Adobe Acrobat, Adobe Reader does not have this function):
1. In Adobe Acrobat, click the ‘Combine’ icon with the green plus sign
2. Click ‘Merge files into a single PDF’
3. Add all of the items to be submitted in the order listed above. Note: the files may be in Word or PDF format when combining, Acrobat will put them all into PDF format.
4. *Save As* using the file naming format described above.

Option #2: *Print to PDF* (If supported by your printer set-up)
1. Combine the materials into a single Word document with page breaks, with materials presented in required order above.
2. Print document, choosing “PDF” as your output instead of one of the installed printers.
3. When prompted, name the document using the file naming format described above.

Note: If you are unable to convert all materials into a single PDF, you may submit items as a single Word document with page breaks, or separately if you must (label each very clearly). However a single PDF is greatly preferred.

Upload the PDF file to Netfiles.
The link below takes you to the NetFiles drop site *John Tate Advising Award Nomination Dropbox* where the PDF dossier for each nominee needs to be uploaded.

[https://netfiles.umn.edu/xythoswfs/webui/_xy-e15711474_1-t_glpDIltA](https://netfiles.umn.edu/xythoswfs/webui/_xy-e15711474_1-t_glpDIltA)

Instructions on how to upload a file to NetFiles:
1. Click on the NetFiles link provided
2. In the top right-hand corner, under the search bar, click the ‘upload’ icon
3. Click the ‘choose file’ button to find your PDF document on your computer
4. Click the ‘start upload’ button
5. Because this is a dropbox, you will not see your uploaded document; instead you will see “The document, [document name], was successfully uploaded to folder [folder name].” directly under the taskbar of icons.

NOTE: Please retain a copy of the dossier at the collegiate or departmental level as dossiers will NOT be returned or retained centrally.

Additional Instructions for Designated College Contacts

- The designated college contacts should inform departments, faculty, and students of the college’s internal selection process well in advance of the internal deadline, in order to ensure adequate time for dossier preparation. All colleges are encouraged to have nominating committees to oversee the process and review nominations.
- The nominators, or the designated college contacts must submit the full nomination for each nominee to the NetFiles site online. The link in the section explaining the NetFiles process above provides access to upload the information. You should not need a password to access the site, but you may need to log in with your x.500 authentication and use a University secure connection (network or VPN).
- Anyone accessing the NetFiles site will not be able see nomination materials for anyone else.
- Access to the NetFiles Site will be turned off very soon after the deadline for nominations.
- If you need additional assistance with the NetFiles process, please contact Mark Bultmann.

The John Tate Awards will be presented at the annual Tate Advising Conference on Thursday, March 13, 2014.