



OFFICE OF THE  
*Senior Vice President & Provost*

## MEMORANDUM

TO: Deans – Norman Campus

FROM: Kathleen Shea Smith, Ph.D.  
Associate Provost for Academic Advising

DATE: October 2, 2017

SUBJECT: Provost's Outstanding Academic Advising Administrator Award

The Provost's Outstanding Academic Advising Administrator Award was established to recognize and reward Academic Advising Administrators who have demonstrated outstanding guidance and leadership in the management of advising centers within the academic advising community, as well as, in the academic advising of undergraduate and/or graduate students. Particular attention will be given to advising administrators who have been instrumental in collaborative efforts across the University that help students better negotiate the complexities of the entire University and achieve their degree goals. One \$1,500 award will be awarded.

I now seek your assistance in soliciting nominations for the 2017-2018 academic year. The attached policies and procedures for the award were developed after reviewing information from similar programs at other institutions and proposals from various OU groups.

Please apprise faculty, staff, and students in your units about this award and send your nominations to the Provost's office by February 9, 2018. The recipient will be recognized at the spring Awards and Honors ceremonies.

If you have any questions about this award, please contact Grey Allman at (405) 325-3228. Thank you for your assistance in recognizing our outstanding academic administrators.

KS/mb

cc: David L. Boren, President  
Kyle Harper, Senior Vice President and Provost

Attachments

## 2017-2018

### PROVOST'S OUTSTANDING ACADEMIC ADVISING ADMINISTRATOR AWARD

**GOAL:** The Provost's Outstanding Advising Administrator Award is designed to recognize outstanding contributions made by University of Oklahoma academic advising administrators who have demonstrated the qualities associated with outstanding leadership in the administration of advising centers and academic advising of students.

**AWARD:** One \$1,500 award may be given annually to a Norman campus academic advising administrator. The Professional Academic Advising Administrator Award will be presented in the spring semester. Professional administrators receiving this award will be recognized during OU Staff Week. Faculty administrators receiving this award will be recognized at the faculty tribute ceremony.

**ELIGIBILITY:** Professional and faculty advising administrators on the Norman campus are eligible for nomination.

#### **CRITERIA FOR**

**SELECTION:** To qualify for the Provost's Outstanding Academic Advising Administrator Award, candidates must have consistently demonstrated outstanding guidance, management and leadership in the administration of advising centers as well as in the academic advising of students. Outstanding administration and advising performance should reflect perspective, initiative, and efforts that transcend the boundaries of the administrator's designated responsibilities.

Types of administrative leadership provided by the candidate could include the following: objective yet sensitive supervision of staff, including motivating, mentoring, and monitoring; ability to develop bridges with various constituencies; vision toward organization and strategic planning, with accompanying decisiveness; continued professional development for self and staff; and commitment to openness, honesty, and fairness.

Types of advising activities provided by the candidate could include the following: individual academic advising regarding curriculum and graduation requirements, career counseling, developmental advising related to students' personal and social development, group advising, appropriate referral to student services.

Candidates also should exhibit the following professional and personal characteristics:

- ☐ demonstrated concern for the welfare of his/her staff and advisees
- ☐ effective interpersonal communication skills
- ☐ availability to staff and advisees
- ☐ ability to intervene on behalf of students in crisis
- ☐ mastery of institutional regulations, policies, and procedures

Candidates are expected to view advising as a central function of the academic community.

## **ACADEMIC ADVISING ADMINISTRATOR AWARD RECIPIENTS**

2017	Gaylord College of Journalism and Mass Communication	Kathy Sawyer	(Professional)
2016	College of Atmospheric & Geographic Sciences	Mary Anne Hempe	(Professional)
2016	College of Arts & Sciences	Rhonda Dean-Kyncl	(Professional)
2015	University College	Janel Russell-Pendergraft	(Professional)
2014	College of Education	Sherry Cox	(Professional)
2013	College of International Studies	Tracy Holloway	(Professional)
2012	College of Engineering	Theresa Marks	(Professional)
2011	No Award Offered		
2010	Scholars Office	Jeff Bloomgarden	(Professional)
2009	College of Arts & Sciences	Joyce Allman	(Professional)