

# PROVOST'S OUTSTANDING ACADEMIC ADVISING ADMINISTRATOR AWARD

<b>GOAL</b>	The Provost's Outstanding Academic 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.
<b>AWARD</b>	One \$3,000 award may be given annually to a Norman campus academic advising administrator. The Provost's Outstanding Academic Advising Administrator Award will be presented in the spring semester.
<b>ELIGIBILITY</b>	Professional advising administrators on the Norman campus are eligible for nomination.
<b>CRITERIA FOR SELECTION</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>Candidates also should exhibit the following professional and personal characteristics:</p> <ul style="list-style-type: none"><li>• demonstrated concern for the welfare of his/her staff and advisees</li><li>• effective interpersonal communication skills</li><li>• availability to staff and advisees</li><li>• ability to intervene on behalf of students in crisis</li><li>• mastery of institutional regulations, policies, and procedures</li></ul>
<b>SELECTION PROCESS</b>	The Senior Vice President and Provost distributes a call for nominations letter. Nominations are returned to the Provost's Office by February 12, 2025. Each nomination must be accompanied by a minimum of three and a maximum of seven letters of support that specifically indicate how the nominee meets the criteria for selection. One of the letters must be from the department chair or an individual who serves in a supervisory capacity to the academic advisor. In addition to letters of support, documents may include brief statements of support or acknowledgment from former or current students. The recommendations of the designated selection committee are due to the Provost's Office by March 12, 2025. The Senior Vice President and Provost makes the final selection of the award recipient, who is recognized at an awards ceremony in the spring.

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## 2024-2025 NOMINATION FORM

The Provost's Outstanding Academic 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.

Any current member of the University of Oklahoma faculty or staff may nominate one or more academic advising administrators for the Provost's Outstanding Academic Advising Administrator Award. Currently enrolled students also may nominate candidates. Each nomination must be accompanied by a minimum of three and a maximum of seven letters of support that specifically indicate how the nominee meets the criteria for selection. One of the letters must be from the college dean or an individual who serves in a supervisory capacity to the academic advising administrator. In addition to letters of support, documents may include a number of brief statements of support or acknowledgment from former or current students.

To nominate an individual, fill out all three parts of this form. Include the letters of support and submit the materials as a single PDF document to the [Advising Awards Dropbox](#). Nominations are due on February 12, 2025. If you have any questions, please contact Grey Allman at [greyallman@ou.edu](mailto:greyallman@ou.edu).

### 1. INFORMATION ABOUT THE NOMINEE

Nominee's Name:

Job Title:

Department:

Office Phone:

### 2. INFORMATION ABOUT THE NOMINATOR

TO THE NOMINATOR: You may be contacted to provide additional information about your recommendations. Please complete the following blanks.

Anonymous nominations will not be accepted.

Nominator's Name:

Department:

Campus Phone:

Hours/Days at this Number:

Campus Mailing Address:

Students only: ID#:

### 3. NOMINATOR'S STATEMENT OF SUPPORT

Please explain why you believe the nominee is an outstanding academic advising administrator. Selection criteria are described in the accompanying statement of policies and procedures for this award. Attach an additional sheet if more space is needed, or submit this information as a separate letter.

NOMINATOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_