**Academic Advisor of the Year Award**

**NOMINATION FORM**

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| **Name of Person Nominated** |  |
| **Job Title of Person Nominated** |  |
| **Nominee’s Department** |  |
| **Nominee’s Supervisor** |  |
| **Nominator’s Name/Relationship to Nominee** |  |
| **Guidelines for Academic Advisor of the Year Award** |
| * Nominee must be employed as managerial/professional staff at UNO for at least one year with primary responsibility dedicated to academic advising of undergraduate students.
* Previous nominees who did not receive the award may be nominated again.
* Previous winners may be re-nominated after 5 years with additional noted achievements.
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| Please submit your nomination following the criteria below:(Be sure to include specific examples and refer to guidelines below for additional information. An additional sheet may be used.) |
| **Contribution & Service** |  |
| **Advocacy & Collaboration** |  |
| **Initiative & Attitude** |  |
| **Your Signature** |  | **Date** |  |
| Please return completed Form to Cathy Pettid, EAB 111 or cpettid@unomaha.edu |

**All nominations will be evaluated by a selection committee on the basis of the following criteria:**

*Contribution & Service*

* Contributing to the betterment of the University of Nebraska at Omaha through exceptional service, leadership, and accomplishments
* Positively and significantly influencing student academic success, or otherwise expanding opportunities for students to maximize their educational experience

*Advocacy & Collaboration*

* Fostering a supportive environment for students, creating support for student success in individual or systematic ways, and advocating for the needs of students
* Developing and enhancing relationships with colleagues, faculty, staff, administrators, and other stakeholders
* Demonstrating a commitment to the improvement of advising at the university through ongoing training, feedback, and collaboration with supervisors/supervisees, mentees, colleagues, and other stakeholders

*Initiative & Attitude*

* Enhancing the quality of advising with a positive attitude and ready availability for students and colleagues
* Demonstrating an ongoing willingness to go above and beyond the minimum in service to students and the university, consistently surpassing expectations for students and colleagues
* Approaching problems or challenges with a readiness to seek creative and innovative solutions

**Eligibility**
Nominees must be managerial/professional staff employed at UNO for at least one year with primary responsibility (as reviewed by selection committee) dedicated to academic advising of students to be eligible. Previous nominees who did not receive the award may be nominated again. Previous winners may be re-nominated after five years with additional noted achievements.

**Judging Nominees**
A committee comprised of student services professionals, administrators and faculty will review the nomination materials to select the award recipient. A nomination form from the nominator addressing the award criteria—Contribution & Service, Advocacy & Collaboration, and Initiative & Attitude is required. Additional letters of support may also be included. Granting of award is subject to approval of supervisor. Materials must be submitted to Cathy Pettid, Assistant Vice Chancellor, Student Affairs by March 1 to be considered.