

Office of the Provost
Provost's Award for Excellence in Undergraduate Advising
2022 Guidelines

The Award

The Provost's Award for Excellence in Undergraduate Advising annually recognizes advisors at the University of Pittsburgh who have engaged students in a collaborative and holistic process of advising by preparing students for lives of impact through educational experiences tailored to their specific goals and needs. Up to three awardees may be chosen. Each award consists of a cash prize to a staff or faculty member of \$1,000 and a grant of \$1,500 to support that advisor's professional development activities. All awardees will be honored publicly at a reception and an "Advisor Appreciation" event on Thursday, March 3, 2022.

Philosophy

Academic advisors are professional staff or faculty who actively engage with students to support student success and institutional objectives while also recognizing and respecting individual differences, lived experiences and varied perspectives. Academic advisors:

- apply student development and engagement theory while working collaboratively with students to enrich their educational experience by informing them about university resources;
- co-create cohesive and comprehensive educational plans consistent with student interests, abilities, strengths, and goals as well as educating students to make connections across their curricular and co-curricular experiences;
- advocate rapport with students to enhance equity, inclusion and the exchange of diverse ideas;
- promote student understanding of institutional policies, procedures, and requirements as well as provide professional referrals when necessary.

Evidence of Excellence in Advising

Because of the diversity of students, advisors, and approaches there is no single, simple definition of advising excellence. Additionally, there are different roles and expectations of advisors among the undergraduate colleges, schools and units. However, nominees should show evidence of excellence in advising by demonstrating some or all of the following responsibilities:

- Assist students in identifying academic and career goals.
- Assist students with appropriate course selection, degree planning and monitor degree progress.
- Connect students to helpful resources and services.
- Maintain and continually build on a foundation of advising theory and practice.
- Use various software and be adaptable to new technology to fulfill responsibilities.
- Be a committed advocate for a diverse student body.
- Be patient, flexible, creative, energetic, and have a sincere desire to assist students.
- Have excellent organization, communication, time-management, cooperation, collaboration and accuracy skills.
- Have the ability to prioritize and manage multiple simultaneous demands.

- Participate in or plan unit and/or University-sponsored activities.

Eligibility Requirements

To be eligible for the award, an academic advisor must be a current staff or faculty member and have served full-time at the University of Pittsburgh for at least two years at the time of the nomination.

For this award, an *academic advisor* is defined as a staff or faculty member who formally serves as a student's designated advisor. While we recognize and celebrate the fact that, students consult with and seek advice from a network of staff and faculty during their academic journey at Pitt, the purpose of this award is to celebrate those members of the University community that serve as formally designated academic advisors.

Nominations

The University of Pittsburgh students, staff, and faculty are invited to nominate eligible candidates. Letters of nomination should address the nominee's evidence of excellence in advising by means of specific examples in relation to the advising responsibilities as listed above. The nomination letter should also include signatures, mailing addresses, email addresses and telephone numbers of all nominators and indicate their relationship to the nominee.

Nominations for the award are due by Monday, January 10 via [Qualtrics form](#).

Selection Procedures

Advisors who are nominated for this award will be invited to submit a mini-packet of materials (no more than ten pages total; in addition to the nomination letter) that more fully describe their academic advising accomplishments:

1. A resume/vita (no more than four pages) that highlights advising experiences and professional development
2. Advising philosophy statement (no more than one page)
3. A letter of support (no more than two pages) from supervisor, department head, associate dean, or dean
4. Letter(s) of support (no more than three pages total) from students, alumni, or colleagues.

These materials must be received by Monday, January 31 and should be sent via email to pittact@pitt.edu

The Awards Committee is composed of a committee appointed by the University Undergraduate Advising Committee (UUAC). The Committee will review the mini-packets and select up to three finalists to be recommended to the Provost as potential recipients of the Provost's Award for Excellence in Undergraduate Advising for 2022.

If you have any questions, please email April Belback, Director of Undergraduate Advising and Mentoring at abelback@pitt.edu