West Virginia Award for Excellence in Academic Advising Scoring Rubric

Chart: 0-3, not present/Inadequate = 0, Fair = 1, Proficient = 2, outstanding = 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | 0 | 1 | 2 | 3 |
| **Qualification for Award** |  |  |  |  |
| Materials are complete:* Cover letter + CV/resume, personal statement/philosophy and 2 letters of support
* No more than 10 pages of supporting material
 | Incomplete packet. One or more required items is missing from the submission. ***Application automatically ineligible for further evaluation or consideration*** | Materials are complete but offer broad, sweeping statements as qualifications and no specific examples. Some evidence via submitted material; broad-based commentary. | Materials are complete and demonstrate qualifications using specific examples. Compelling evidence via submitted material with specific examples. | Materials are complete and demonstrate qualifications using overwhelming evidence through specific examples or quotes from colleagues and/or students that support advising excellence. |
| **Informational Competencies:** |  |  |  |  |
| Knowledge of institutional regulations, policies, and procedures |  |  |  |  |
| Use and dissemination of appropriate info and referral activity |  |  |  |  |
| Use of advising tools |  |  |  |  |
| Monitoring of student progress toward academic and career goals |  |  |  |  |
| **Conceptual Competencies:** |  |  |  |  |
| Demonstrated engagement, promotion and support of professional development  |  |  |  |  |
| Is there feedback demonstrating student success following the adviser/student interaction? (Ex: anecdotal stories, satisfaction surveys, retention data, etc.) |  |  |  |  |
| Is there feedback demonstrating positive results for the nominee’s advising unit/institution? (Ex: anecdotal stories, satisfaction surveys, retention data, etc.) |  |  |  |  |
| **Relational Competencies:** |  |  |  |  |
| Strong interpersonal skills |  |  |  |  |
| Accessibility and availability to advisees, faculty or staff |  |  |  |  |
| Caring, helpful attitude towards advisees, faculty or staff |  |  |  |  |
| Frequency of contact with advisees |  |  |  |  |
| Developing an inclusive and respectful professional environment that considers the needs and perspectives of students |  |  |  |  |

Recommend for award, recommend for meritorious mention, not recommended for WV Advising Award

Do you think this adviser should pursue a Regional NACADA award?

One statement summing up your decision.