

# College Advising Award

The Southern Polytechnic College of Engineering and Engineering Technology Advising Award is designed to encourage, reward, and publicly acknowledge sustained excellence in advising by professional advising staff.

## Criteria

The following are non-ranked examples of accomplishments that may be included as evidence.

- Evidence of consistent excellent advising;
- Excellent verbal/non-verbal communication, listening skills;
- Excellent problem-solving, decision making, assertiveness, responsibility/accountability, and self-management;
- Exhibits social awareness and empathy;
- Knowledgeable about institution policies and procedures;
- Promotes advising on campus and proactively creates advising interactions;
- Data to suggest student success following advisor/student interaction;
- Initiates and participates in training and professional development;
- Contributes to the profession by presenting on-campus or at professional meetings/conferences.

## Eligibility

Any staff whose primary role is professional advising in the college with at least two years of experience at KSU.

## Award

Each award consists of a plaque.

## Number and Frequency of Awards:

Up to One (1) award may be presented annually, selected based on the qualifications of nominees. Additionally, up to two honorable mentioned may be presented.

## Nomination Procedures

Nominees are submitted by faculty, staff, or students to Dr. Turaj Ashuri, [tashuri@kennesaw.edu](mailto:tashuri@kennesaw.edu).

Nominations packets should include:

- A completed Cover Sheet;

- A summary statement up to 2 pages by the nominee highlighting their advising in relation to the award criteria with documentation showing recognition received for the nominee's advising and demonstration of the quality and significance of the nominee's efforts as related to the expectations stated in their job description. The summary must be created using 12-point Times New Roman font single spaced with one-inch margins.
- A current 2 – 3 page resume;
- A maximum of three letters in support of the nomination including one from their supervisor;
- All materials must be compiled into a single pdf document.

## Evaluation Criteria and Procedures

Nominations will be evaluated by the college Awards Committee including one member from each department. Due to the competitive nature of this award, multiple noteworthy applications may be reviewed in a given year. If not selected, nominees are encouraged to reapply the following year.