

# GEORGIA INSTITUTE OF TECHNOLOGY

## OUTSTANDING GRADUATE ACADEMIC ADVISING AWARD

**Award:** The **Outstanding Graduate Academic Advising Award** is presented annually to one staff member who has rendered outstanding performance in graduate student academic advising. The award recognizes a staff member or academic professional whose primary full-time, professional role is advising graduate students.

**Award Amount:** \$2,000

**Eligibility:** Nominations are limited to permanent employees with at least one year of service at Georgia Tech in an advising capacity. The award is to recognize a staff member or academic professional whose primary role is to advise current and/or prospective graduate students. Faculty, lecturers, and course instructors are not eligible for this particular award. Previous award winners are eligible for nomination three years after receipt of the award.

**Nomination:** Nominations may be submitted by faculty, staff, students, or other members of the Georgia Tech community. Nomination packet must include:

1. **Cover Page (see attached)**
2. **Personal Statement from the advisor**
3. **Letter of recommendation from nominator**
4. **Letter of recommendation from nominee's supervisor (if the supervisor is not nominator)**
5. **Letters of recommendation (minimum 2, maximum 4)**
  - a. **At least one formal letter must be from a currently enrolled graduate student within the nominee's academic unit\***
  - b. **At least one formal letter must be from a current faculty member within the nominee's academic unit\***

*\*If the nominee is not employed directly within an academic unit, the letters of recommendation may be submitted by students and faculty members within academic unit(s) with whom the nominee closely works.*

**Timeline:** One copy of the complete nomination packet should be submitted via e-mail as a single .pdf file to [Marla Bruner](#), Director of Graduate Studies, no later than **Friday, February 1, 2019 at 5:00 pm ET**.

A cross-functional selection committee led by the Director of Graduate Studies will name the final award recipient. The award will be presented annually at the Faculty & Staff Honors Luncheon.

**Criteria:** Evidence of an outstanding staff or academic professional graduate advisor may include, but is not limited to, the qualities listed below:

1. Availability to advisees; strong interpersonal skills; caring, helpful attitude toward advisees
2. Use and dissemination of appropriate information sources; appropriate referral and student advocacy activities
3. Mastery of institutional regulations, policies, and procedures
4. Evidence of student success (e.g. specific interventions, overall student retention/graduation rates, compelling cases)
5. Collaboration with colleagues, other academic units, and student service providers
6. Monitoring of student progress toward academic and career goals
7. Ability to engage in, promote, and support developmental advising



**2019 OUTSTANDING GRADUATE ACADEMIC ADVISING AWARD NOMINATION**

**Nominee:**

**Title:**

**Department/Unit:**

**Years in Unit/School:**

**Years working in an advising capacity at Georgia Tech:**

**Nominee's Supervisor:**

**Nominator:**

*(if different from Supervisor)*

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Nomination packet must include:

- Letter of recommendation from nominator
- Letter of recommendation from nominee's supervisor (if the supervisor is not nominator)
- Letters of recommendation (minimum 2, maximum 4)
  - At least one letter must be from a currently enrolled graduate student within the nominee's academic unit
  - At least one letter must be from a current faculty member within the nominee's academic unit

One copy of the complete nomination packet should be submitted via e-mail as a single .pdf file to [Marla Bruner](#), Director of Graduate Studies, no later than **Friday, February 1, 2019 at 5:00 pm ET**.