Regents' Academic Advisor Award Scoresheet

Nominee:_____ **Score:**

TOTAL SCORE POSSIBLE IS 40

IRC Member Name:_____

4- Outstanding - The nominator's letter exemplifies superior or exceptional characteristics that contribute to the specific criterion as listed below.

3-Commendable - The nominator's letter illustrates extremely strong, but not exceptional, characteristics contributing to the standard. The reviewer may have a reservation, but there are redeeming features to compensate for, or outweigh the reservation.

2- Average/Within Expectation - The nominator's letter is satisfactory, the reviewer may have major reservations. Certain evaluation characteristics related to the criterion are not present.

1-Minimal/Below Expectations - The nominator's letter lacks certain requested materials. The evidence presented for both or either criterion is not satisfactory or is non-existent.

0-None Reported

	4 Outstanding	3 Commendable	2 Average/Within expectations	1 Minimal/ Below Expectations	0 None Reported
NOMINATION LETTER – Formal letter of nomination from an NSHE employee or student, that adheres to the following guidelines and clearly addresses and details the following:					
Must describe how the candidate achieved a significant record of excellence, going above and beyond, in student advising that is worthy of recognition by the Board of Regents					
Clear evidence of the ability to communicate effectively with students					
Description of effective advising practices, including strategies, methods, and any materials and tools developed by the nominee to support student success					
Clear evidence of the candidate's advising philosophy and what sets them apart from other advisors					
Clear evidence of committee work and/or service to CSN and/or NSHE as it relates to academic advising					
Letter is clearly written and includes author's name, contact information, and relationship to nominee					
Reviewer's Comments:				**TOTAL OUT OF 24**	

SUPPLEMENTARY MATERIALS					
No more than (3) examples of materials and/or tools that the nominee developed and implemented in their advising practices, or data, metrics, or feedback that show success as an advisor					
No more than (3) formal letters of support from individuals knowledgeable of the nominee's qualifications and that provide specific details or examples of their accomplishments and quality of work rather than just generalized comments and praise. Letters must include author's name, contact information, and relationship to nominee					
Nominee's Advising Philosophy Statement that details the following: Why they are an academic advisor; What their goals and intentions are; What advising approaches, theories, and core values guide their advising practice; What impact do they aim to have on students and their success; What sets them apart from other academic advisors; How their work supports CSN's mission and goals; and How do they measure their effectiveness, impact, and how they have made a difference					
Biography – one-half page written in 3rd person on CSN letterhead that includes their professional background and scholarly and advising accomplishments.					
Reviewer's Comments:				**TOTAL OUT OF 16**	

TOTAL SCORE:

/40