2016

Terri Nation Outstanding Academic Advisor Award

Guidelines for submitting a nomination for the Terri Nation Outstanding Academic Advisor Award

Nominees must:
- Be a member of BAAC
- Have been an academic advisor on the IUB campus for a minimum of one calendar year
- Have demonstrated exceptional service in at least one of the following categories:
  - Academic Advising
  - Service to the IUB campus
  - Service to BAAC

Nominators must:
- Be a member of BAAC
- Provide a short (250-500 word) rationale for the nomination with the nominee’s name and title of his/her school or College (include department)
- Request a supporting letter from the nominee’s supervisor (suggestions could be Dean, Dept. Chair, Director, or other immediate supervisors)

Please be thoughtful about the work you know advisors perform that fit the criteria listed above and nominate a deserving colleague for this award.

*Nominations (name of advisor and short rationale) must be submitted by December 4, 2015.
**All supporting documentation must be submitted by December 11, 2015.

Your Executive Committee members cannot be nominated for this award: Will Smith (President), Meryl Krieger (VP), Liz Smith (Treasurer), and Carly Friedman (Secretary).

Please submit all nominations and supporting documentation to:
Carly Friedman, BAAC Secretary
carfried@indiana.edu
Chemistry Building 021  Fax: (812) 855-8300 (Attn: Carly Friedman, Undergraduate Advisor)
Please inform via email that you are submitting a nomination via campus mail/fax.

A successful nomination includes the following:
- Letter of nomination and letter or letters of support
  o The letters should be detailed and include concrete examples which may require asking the nominee for specific details about duties and accomplishments
- Evidence of nominee going beyond what is expected or required
- Of the three areas of service criteria, a successful nominee usually will have evidence of success in at least two of the areas and ideally in all three
- Be specific! Do not just list what a person was or is involved with or lead, also describe what the person contributed and nature of the project, initiative, or work and, if relevant, the types of impact it is had (i.e. pain a picture for the committee)
• Remember that you are making an argument (of sorts) about why the nominee deserves the award—build your case piece by piece (through your rationale, evidence, organization, etc.)
• For ideas on areas to focus on when composing a nomination, you might consult the NACADA Outstanding Advisor Award criteria list
• The committee has no preference for lists over prose (or vice versa) as ways of demonstrating the accomplishments and attributes that make the nominee outstanding

Some Things to Keep in Mind about the Process:
• The committee does not have certain things pre-selected that it is looking for—beyond the formal criteria of the award—before evaluating the submissions or an inherent preference for things such as special projects over direct academic advising work
• The committee must evaluate the person based on evidence provided and not what an individual committee member knows about the nominee
• The committee must select between several strong candidates—if your nominee is not selected as the winner this does not necessarily mean you submitted a weak nomination