



NSHE NOMINATION FORM AND INSTRUCTIONS:

2015-16 UNLV ACADEMIC ADVISOR AWARD / REGENTS' ACADEMIC ADVISOR AWARD

PLEASE TYPE OR PRINT ALL RESPONSES

This form must be accompanied by a letter of nomination and any supplementary materials required for consideration for these awards.

PLEASE NOTE: Candidates must have at least five years of cumulative service with NSHE by the date of nomination in order to be considered for the award.

INSTRUCTIONS FOR THE NOMINATOR:

- A. The nominator submits:
 - 1) Nomination form entitled: "NSHE Nomination Form for Regents' Academic Advisor Award" (next page)
 - 2) Formal letter of nomination addressing the award criteria listed on the nomination form.
- B. Nominator, please note that the nominee assembles the materials listed below. The nominee's materials may be submitted with "A" above, or separately, **no later than 5:00 p.m., Monday, October 5, 2015**. These materials may be delivered to FDH 703 or they may be sent via campus mail to mail code 1099.

INSTRUCTIONS FOR THE NOMINEE:

Please assemble and submit the materials listed below. These materials may be submitted with "A" above, or separately, **no later than 5:00 p.m., Monday, October 5, 2015**, in the Office of the Senior Vice Provost for Academic Affairs. These materials may be delivered to FDH 703 or they may be sent via campus mail to mail code 1099.

1. A current vita or résumé.
2. Three supporting letters from: 1) a peer, 2) your chair / director or supervisor, and 3) a student advisee. The formal letter of nomination may be substituted for one of these three letters, if the writer fits any of the three categories.
3. Reference Page: Names of one or two on-campus faculty or staff who may be contacted as additional references about your advising.
4. A BRIEF, 1-to-2 PAGE, DOUBLE-SPACED STATEMENT of your accomplishments and activities in the area of advising. Potential topics you might wish to address are listed below. These topics are merely a guide; your nomination will not be judged on whether you address every topic listed, but rather it will be evaluated in terms of how well you describe your accomplishments and activities generally.
 - a. Number of years spent advising students at UNLV
 - b. Estimated percentage of job currently devoted to advising
 - c. Availability and openness toward students
 - d. Participation in on-campus advising-related activities (such as orientation sessions for undergraduates and graduate students, college fairs, University Days, Scholar Days, etc.)
 - e. Mentoring activities
 - f. Involvement with national, regional, and/or campus advising organizations
 - g. Workshop presentations in the area of advising
 - h. Efforts undertaken to improve advising in your unit
 - i. If you wish, you may describe a student advising situation you have handled that you believe demonstrates the depth, breadth, and quality of the advising you provide.
5. A short bio, to be used by NSHE in the event that the nominee is selected to receive the award

NO OTHER SUPPORTING MATERIALS WILL BE CONSIDERED

NSHE NOMINATION FORM FOR REGENTS' ACADEMIC ADVISOR AWARD¹

TYPE OR PRINT ALL RESPONSES:

NSHE INSTITUTION: UNLV		ACADEMIC YEAR: 2015-2016	
Full Name of Nominee:			
Nickname (If Nominee goes by another name):			
Title:		Dept/Unit:	
Mailing Address - Street Address:			
City/State/Zip Code:			
Home Telephone:		Work / School Telephone: (if applicable)	
SELECT ONE: Undergraduate Advising Award Graduate Advising Award Either			
Nominator Name:			
Nominator Title:		Telephone:	
Email address:		Mail Code:	

Signature: _____

Date: _____

VPAA:kf:09/11/12

PLEASE ATTACH YOUR ONE-PAGE FORMAL LETTER OF NOMINATION TO THIS FORM ADHERING TO THE FOLLOWING GUIDELINES.

1. The nomination letter must address how the candidate accomplished a significant record of excellence in student advising that is worthy of recognition by the Board of Regents.
2. The letter must address clear evidence of the following:
 - a. Ability to communicate effectively with students;
 - b. Effective advising;
 - c. Advising material or tools that the candidate developed; and
 - d. The candidate's advising philosophy.

¹ See NSHE Procedures and Guidelines, Chapter 8 Degrees & Awards at:
<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/procedures-guidelines-manual/>