

Preparing a Successful Application for the NSHE Regents' Academic Advisor Awards

The university supports successful applications for the NSHE Regents' Awards and offers the following tips and sample application documents to assist faculty as they apply for these awards.

Applicants should carefully review all instructions, qualifications, and application package requirements. Be sure to include and/or address each item requested. The application package should include the following documents in this order:

1. Nomination form
2. Table of contents
3. Nomination letter
4. Philosophy statement
5. Letters of support
6. Curriculum vitae
7. Supplemental materials (if applicable)
8. Biography

All documents should be combined into one PDF application package prior to submission. This enables you to order documents appropriately and reduce the likelihood of errors. It also streamlines reviewers' efforts to identify each component of the application.

- Please use the following format for the file name:

UNLV - [Year] Academic Advisor - [Graduate/Undergraduate] - First and Last Name.pdf

For guidance on the appearance of these documents and for templates, please review the award's webpage.

Components of the Application

Nomination Letter

- The nomination letter must be written by an NSHE employee or student.
- The nomination letter should comprehensively address how the nominee has achieved and maintained a significant record of excellence in student advising. Rather than listing the nominee's qualifications, a successful nomination letter will provide evidence of the nominee going above and beyond their regular duties and responsibilities and include notable student outcomes driven by the nominee. The letter should provide evidence and outcomes (if available) for the following points:
 - Excellence in effective communication skills with students.
 - Strategic and personalized advising, including metrics of the nominee's advising practice outcomes.
 - Advising materials or tools developed by the nominee and data to support their success.
 - Advising philosophy of the nominee.
- The letter should use language that will be understood by reviewers from other disciplines (i.e., writing for the intelligent layperson).
- The letter should appear on campus letterhead, use one-inch margins, and be addressed as follows:

TO: Selection Committee, Regents' Academic Advisor Award

FROM: Name of letter writer and title

DATE: Date when the nomination letter was composed (Month Day, Year)

RE: Nomination of (nominee name) for Regents' Academic Advisor Award

Philosophy Statement

- An advising philosophy statement unpacks the theories and core values of advising that you use as the foundation for your advising practice. It may also include your intentions and goals as an advisor and how you measure your impact.
- You may choose to structure your philosophy statement using the some or all of the following questions:
 - Why are you an academic advisor?
 - What approach do you take to advising? What theories do you employ?
 - What impact do you hope to have on students?
 - What sets you apart from other academic advisors?
 - How does your work as an advisor help to fulfill UNLV's mission and goals?
 - How do you know you've made a difference in students' lives?

Letters of Support

- Nominees should submit no more than three letters of support.
- Letters of support should come from individuals best positioned to affirm the nominee's excellence and deservingness of the award. These individuals may include NSHE students, colleagues, supervisors, or any other faculty/staff members.
 - Letters should provide specific examples of the nominee's accomplishments and quality of work, rather than generalized praise.
- Letters should appear on campus letterhead, use one-inch margins, and be addressed as follows:

TO: Selection Committee, Regents' Academic Advisor Award

FROM: Name of letter writer and title

DATE: Date when the nomination letter was composed (Month Day, Year)

RE: Letter of Support for (nominee name) - Regents' Academic Advisor Award

Supplemental Materials

- You may choose to include additional materials in your application package. Any materials beyond those listed above should be concise, clearly labeled, and include a brief description or explanation of the document. Avoid adding numerous documents to the end of your application, and include only the best and most relevant examples/materials. You may choose to include:
 - Examples of materials or tools you've created (e.g., worksheets, processes, etc.).
 - Data, metrics, or feedback that show your success as an advisor.
 - Student testimonials.

Biography

- The nominee's biography should be one-half page in length and be formatted on campus letterhead.
- The biography should be written in the third person and begin with information about yourself (i.e. department, etc.). It should also include concise information about scholarly/research accomplishments.