



Faculty Advisor of the Year Award Policy

Objective

The Faculty Advisor of the Year Award recognizes and honors a faculty member in the College of Business who demonstrates exceptional commitment to student advisement, mentorship, and engagement. This award aims to promote a culture of support and guidance among faculty advisors, encouraging them to foster student success and enhance academic experience.

Award Eligibility

- All full-time faculty members in the College of Business serve as academic advisors.
- Faculty members who have been in their advising role for at least one academic year.
- Dean and department chairs are not eligible.
- An individual who received this specific award in the most recent year is not eligible.

Criteria

To be considered for the Faculty Advisor of the Year Award, nominees must meet the following criteria:

1. Student Engagement

- Demonstrates proactive outreach to students, including regular check-ins and availability for consultation.
- Organizes/attends workshops or events that promote student engagement and academic success.
- **Key Performance Indicators (KPIs):**
 - Number of students reached (by email/phone, etc.).
 - Number of meetings with each student recorded.
 - Number of workshops/event organized/participated.

2. Mentorship

- Provides guidance on academic and career planning.
- Supports students in developing their skills and competencies through individualized mentorship.
- **Key Performance Indicators (KPIs):**
 - Number of students mentored (provide evidence and description/category).

3. Accessibility

- Maintains consistent office hours and is approachable to students.
- Responds to student inquiries in a timely manner.
- **Key Performance Indicators (KPIs):**
 - Number of office hours each week in-person and virtual.
 - Number (Percent) of times responded to students' email, phone call, etc. in timely manner (usually within 24 or 48 hours).

4. Impact on Student Success

- Contributes to improved student retention and graduation rates within their advisees.
- Receives feedback from students through evaluations or testimonials.
- **Key Performance Indicators (KPIs):**
 - Number (percent) of students advised registered for the next semester.
 - Evidence of feedback from the students.

Nomination Process

1. Nominations

- Nominations can be submitted through self-nominations by the faculty member, another faculty member/staff, or the department chair.
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- Nomination forms must include specific examples addressing the measurable criteria.

2. Submission Deadline

- Nominations must be submitted by **August 31** for the previous academic year.

3. Selection

- A selection committee composed department chairs and chair of student recruitment and retention committee (if not applicant) will review nominations.
- The committee will evaluate nominees based on the established criteria.

Award

- The awardee will receive a certificate from the College.
- A monetary award may also be available, depending on the financial situation.
- The awardee will also be recognized at the COB Awards Day program.
- The awardee's name will be published on the COB website.

Review and Amendments

This policy will be reviewed annually by the College of Business faculty and administration. Amendments may be made based on feedback and the evolving needs of students and faculty.