

2018 EXCELLENCE IN UNDERGRADUATE ACADEMIC ADVISING MEDALLION NOMINATION FORM

The University of Guelph is committed to providing high-quality academic advising, in order to assist students in the development and pursuit of academic objectives consistent with their life goals and the available opportunities at the University. The University is pleased to recognize program counsellors, faculty advisors, academic advising teams or advising administrators that contribute to the accomplishment of this goal by excelling in the delivery of these essential services.

The Excellence in Undergraduate Academic Advising Medallion annually recognizes an individual who has been identified by undergraduate students as having made an outstanding contribution to academic advising at the undergraduate level at the University of Guelph. The medallion winner will have demonstrated qualities associated with excellent academic advising and will be honoured at an appropriate Convocation ceremony in June.

Please complete the following Nomination Form and provide it as a cover to your nomination package.

Person/Advising Team You are Nominating: _____

University Position Held by the Nominee(s): _____

Capacity in Which You Know the Nominee(s): _____

Length of Time You Have Known the Nominee(s): _____

Required Supporting Documentation:

Indicate which supporting documentation you have provided with this nomination package:

- Letter of Nomination
- Letters of Support (Please include a minimum of two letters and a maximum of five letters.)
- Documentation Illustrative of Nominee's Suitability
- Other _____

Nominating Letter: The Nomination Letter must be written by a current member of the University community. It should provide a description of contributions and achievements made by the nominee(s) to undergraduate academic advising at the university. It should also describe how the nominee(s) qualifies as an outstanding in the field of academic advising. The letter must be signed, dated, and include the degree program of the Nominator.

Letters of Support: Letters of Support must be written by people other than the Nominator. A maximum of five supporting letters will be reviewed by the Selection Committee, of which a minimum of two must be written by currently registered undergraduate students. Each Letter of Support must indicate how the supporter knows of the work of the nominee(s). All Letters of Support must include the name of the person who wrote the letter, their signature, and the date the letter was written. Letters of Support written by currently registered undergraduate students must include the student's degree program.

Nominations packages must be submitted by **2 February 2018** to:
Selection Committee, Excellence in Undergraduate Academic Advising Medallion
c/o S. Dorr, UAIC Coordinator, 404A University Centre, University of Guelph ~ (519) 824-4120 extension 56648