

EXCELLENCE IN UNDERGRADUATE ACADEMIC ADVISING MEDALLION

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 or academic advising team that has been identified 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 University event.

Eligibility: Nominations of any individual or group at the University of Guelph serving in a role that includes academic advising as a part of their responsibilities are welcome. Examples include, but are not limited to, a program counsellor, a faculty advisor, an advising administrator, or an academic advising team.

Criteria: The Selection Committee will evaluate nominations on the evidence of qualities and practices that distinguish the nominee as an outstanding program counsellor, faculty advisor, academic advising team or advising administrator. Such evidence may include, but is not limited to:

- ε Availability to students
- ε Strong interpersonal skills, including caring, helpful attitude
- ε Approachable demeanor
- ε Mastery of institutional regulations, policies, and procedures
- ε Innovation in delivery of advising
- ε Participation in and support of advisor development programs

Selection Committee: The Selection Committee will be Chaired by the A.V.P.A. (or designate) and will be comprised of individuals who broadly represent the University community, to include:

- ε Two undergraduate students (at large, from two different Colleges)
- ε College Dean (assignment will rotate each year by College)
- ε Faculty member (at large, assignment will rotate each year by College)
- ε C.S.A. Vice-President Academic

Members of the selection committee may also be regular members of CUAA. Members of the selection committee who may have a conflict of interest must disclose this information to the Chair of the committee.

Nomination Process: Any current member of the University of Guelph community may nominate someone for the Excellence in Undergraduate Academic Advising Medallion by completing the following nomination process:

Each nomination package must be submitted by the process due date (the first Friday of February each year) and contain adequate factual or descriptive material outlining the extent to which an individual meets the awards criteria. Specifically the following items must be provided in the nomination package:

1. A completed Nomination Form signed and dated by the nominator (a current member of the University of Guelph community).
2. Letter of Nomination, written by the Nominator (a current member of the University of Guelph community) and noting the extent to which the nominee meets the award criteria.
3. A minimum of two and a maximum of five Letters of Support written by people other than the Nominator. Two of these letters must be written by currently registered undergraduate students.

The award will be promoted across campus by the Coordinator of the Undergraduate Academic Advising Centre (UAIC). The selection committee will meet, as required, to review nominations and select a recipient. The recipient will be announced before the last day of classes of the Winter semester. The medallion winner will be presented at the University's Community Breakfast in September. (Forms available on the UAIC website at <http://www.uoguelph.ca/uaic>.)