To: Academic Deans, Department Heads and Directors

From: Dr. Jerome A. Gilbert  
Associate Provost and Vice President for Academic Affairs

Re: Call for nominations: MSU’s 2008 Irvin Atly Jefcoat Excellence in Advising Awards

The Office of Academic Affairs seeks nominations for Mississippi State University’s Irvin Atly Jefcoat Excellence in Advising Awards. The Jefcoat awards honor both a full-time MSU faculty advisor and a full-time staff advisor for his or her contributions to MSU student advising.

Attached is a nomination form along with the eligibility criteria and nomination procedures. Should you have questions concerning the instructions and criteria for the award, please feel free to contact Nancy Fultz at 325-7049. Please note that the deadline is Monday, January 7, 2008. Twelve (12) complete sets of the nomination packet, which is comprised of the nomination form and supporting materials, must be submitted to the Office of Academic Affairs, 608 Allen Hall by 5:00 p.m.

Please copy and post or circulate the attached pages to members of your faculty and staff. We sincerely appreciate your assistance in this nomination process and hope you join us in our efforts to recognize deserving MSU advisors.

Enclosures
2008 Irvin Atly Jefcoat
Excellence in Advising Awards
Mississippi State University

OBJECTIVE
To recognize outstanding academic advising and to enhance visibility to the institutional commitment to quality advising.

STRATEGY
Mississippi State University will award annually two Irvin Atly Jefcoat Excellence in Advising Awards, one for faculty and one for staff. The awards will be presented in the spring semester. A cash award of $5,000 will be presented to each recipient. In addition, MSU will nominate the Irvin Atly Jefcoat Excellence in Advising Award winners for the National Academic Advising Association's Outstanding Advisor Awards.

ELIGIBILITY REQUIREMENTS
1. Faculty and staff who serve as an advisor to undergraduate, graduate or professional students are eligible. However, faculty and staff holding the rank of Department Head or higher are not eligible for the awards.
2. Each nomination must include endorsement of faculty/staff member's Dean, Department Head or other relevant academic administrator.
3. The Selection Committee reserves the right to not grant any awards.

CRITERIA
The Selection Committee will evaluate nominations through documentation of effective advising qualities and practices which distinguish the nominee as an outstanding academic advisor. Such evidence may include, but is not necessarily limited to, the following:

*Availability to advisees
*Demonstration of a caring attitude toward advisees
*Developmental advising (career/life planning) vs. course scheduling
*Evidence of student success in the academic arena
*Frequency of contact with advisees
*Mastery of institutional regulations, policies, and procedures
*Monitoring of student progress toward academic and career goals
*Perception by colleagues of nominee's advising skills
*Use of campus resources

NOMINATION PROCEDURE
Nominations should contain adequate factual or descriptive material to enable the Selection Committee to ascertain the extent to which an individual meets the awards criteria listed above. The completed nomination package should include:

1. A summary of the nominee's qualifications, which is the principle component of the nomination package. The nominator should summarize the extent to which the nominee meets the award criteria, citing letters of support, data, or other materials illustrative of exemplary performance as an advisor.
2. Appendices: The appendices support the summary of nominee's qualifications. Appendices may include, but are not necessarily limited to:
   - representative materials developed by the nominee
   - letters of support from advisees, colleagues, and administrators (not to exceed 10)
   - letter of endorsement by the faculty member’s dean
3. Each nomination must include at least three letters of support from former students (at least two must be from students that graduated within the last five years).
4. Nominee’s resume, or vita, that clearly identifies "advisor" actions and activities including participation in developmental events.
5. A personal statement on advising by the nominee
6. Twelve (12) copies of nomination packet.
6. Packets must be submitted to the Office of Academic Affairs by 5:00 p.m. on Monday, January 7, 2008. These may be hand-delivered to 608 Allen Hall or mailed to Office of Academic Affairs, P.O. Box BQ or Mail Stop 9723, Mississippi State, MS 39762.
1. NOMINEE
Name __________________________________________ Title ________________________________
College/Department __________________________ Mail Stop ____________________________
Local Mailing Address __________________________ E-mail _____________________________
Telephone: Campus ____________________________ Other local or cell ____________________

2. NOMINEE BACKGROUND
Faculty ______ or Staff ______
Total years experience as an academic advisor at MSU? ______
Current number of assigned advisees: Undergraduate students ______ Graduate students ______
Number of previously assigned MSU advisees: Undergraduate students ______ Graduate students ______
Total years experience as an academic advisor? ______
Other institutions (where, when)? ___________________________________________________

What is the nominee’s primary academic responsibility? _______________________________________

If a faculty nominee, what proportion of the nominee’s time is assigned to academic advising? ______%;
What proportion is assigned to: teaching ______ %; research ______ %; publishing ______ %; service ______ %.

3. NOMINATOR(s)
Name(s) ______________________________________ Title(s) _____________________________
College/Department __________________________ Mail Stop ____________________________
Local Mailing Address __________________________ E-mail _____________________________
Telephone: Campus ____________________________ Other local or cell ____________________
Dean’s signature ____________________________ Date __________
Signature of Nominee __________________________ Date __________

4. ATTACHMENTS (as specified under “Nomination Procedures” on opposite side):
1. Nominee’s summary of qualifications
2. The nominee’s resume or vita
3. Personal statement by nominee
4. Appendices to support summary qualifications
5. Twelve (12) copies of nomination packet, including this form and supporting material

5. DEADLINE - Submit twelve (12) copies of the nomination packet, including this form and supporting material, by 5:00 p.m. on Monday, January 7, 2008.

Send nomination packets to:
Office of Academic Affairs
P.O. Box BQ
Mississippi State, MS 39762
Mail Stop 9723

Or deliver to:
Office of Academic Affairs
608 Allen Hall
Campus
The Office of Academic Affairs issues a

CALL FOR NOMINATIONS

2008 Irvin Atly Jefcoat Excellence in Advising Awards Mississippi State University

Faculty and Staff who serve as academic advisors are eligible for nomination.

One Faculty Award and One Staff Award will be presented in the spring

Each recipient receives a $5,000 cash award and are nominated for the Regional and National Academic Advising Association (NACADA) Outstanding Advisor Award by the University

Complete nomination packets must be submitted to:

Office of Academic Affairs by 5:00 p.m. on Monday, January 7, 2008

Nomination packets should be sent to:

Irvin Atly Jefcoat Awards Office of Academic Affairs 608 Allen Hall Mail Stop 9723

For more information please call 325-7049