

Gerald Paetsch Academic Advising Award Guidelines

Purpose

The DePaul University Gerald Paetsch Advising Award recognizes academic advisors who demonstrate excellence in advising undergraduate and graduate students. The awards are announced to the University community and presented at the annual Academic Convocation each September.

Eligibility

Nominees must be employed by DePaul University for at least one year as staff or faculty advisors. Awards will be given to faculty, staff, or administrators involved in the delivery of advising services to undergraduate and/or graduate students. Award recipients must not have received the award in the prior three years.

Criteria

The selection committee will review all submitted nominations, nominees' personal statements, and statements from nominees' supervisors, directors, department chairs, or deans (as appropriate). Nominations will be anonymized during the selection process. Award recipients will be selected based on evidence of effective advising qualities and practices that distinguish the nominee as an outstanding academic advisor. Specifically, the committee will look for nominees who:

Contribute to academic advising that promotes student success

- Help students develop suitable educational, career, and life plans
- Encourage students to reflect on the academic and financial consequences of their decisions
- Make sound evaluation of student progress
- Make accurate interpretation of institutional requirements and assist with selection of appropriate courses and other educational experiences
- Increase student awareness about educational and support resources available (e.g., experiential learning, study abroad, honors)
- Promote student development of decision-making skills
- Are knowledgeable about and sensitive to federal, state, and their own institution's policies and procedures
- Demonstrate a respectful, caring attitude toward the university community and possess a commitment to diversity and social justice

Contribute to the DePaul academic advising community

- Embody the mission and values of DePaul University through academic advising
- Recognize the changing nature of the college and university environment and student body and support students in appropriate ways
- Participate in the DePaul academic advising community
- Support, contribute to, and participate in academic advisor development programs
- Contribute to the institutional development of academic advising
- Collect and distribute data regarding student needs, preferences, and performance for making institutional decisions

Submission Guidelines

Nominations will only be accepted through the electric nomination form. Note that the nomination should not exceed 500 words and should touch upon the relationship with this nominee as it relates to the above-listed criteria.

Call for Nominations

Each year, the DePaul Academic Advising Network will notify undergraduate and graduate students regarding the opportunity to nominate those in an academic advising role for the Gerald Paetsch Academic Advising Award. All award criteria, procedures, and nomination forms will be posted on the DePaul Academic Advising Network website.

Procedures

All parties receiving a nomination and meeting the eligibility criteria will be notified by the selection committee. Nominees must receive at least one nomination to be considered for the award. The nominee's supervisor, director, department chair, or dean (as appropriate) will be contacted by the selection committee to request a letter of recommendation based on the above-stated criteria. Additionally, nominees will need to provide a personal statement to the selection committee affirming their commitment to academic advising.

The Award

Recipients receive an honorarium of \$2,000, available no sooner than July 1st.

All nominations must be received no later than March 24th. Nominations must be submitted via the electronic nomination form/link provided on the DePaul Academic Advising Network website.

Selection Committee

The award selection committee meets toward the end of spring quarter to identify award recipients. The group will consist of the following members, who will represent at least three of the schools and colleges of DePaul:

Required Committee Members

- Selection Committee Convener: DePaul Academic Advising Network vice president
- AVP, Office of Academic Affairs (ex-officio)
- Previous year's award recipients

Additional Committee Members (dependent on summer availability)

- One staff member appointed by Staff Council, three-year term
- One faculty member from Faculty Council (ideally, the Chair of the Committee on Teaching and Learning), three-year term
- One student appointed by SGA, one-year term

All faculty and staff on the selection committee must have worked at DePaul for at least one year. In the event a committee member is nominated for the award, a replacement must be found by the selection committee.