

Jack E. Cermak Undergraduate Student Advising Award

Nomination Process

Award Summary and Eligibility

The Jack E. Cermak Undergraduate Student Advising Award has been presented annually since 1984-85 to outstanding advisers across campus for recognition of excellence in undergraduate student advising and mentoring. Jack E. Cermak was a Professor in Civil Engineering who endowed this award because of his strong belief in the value of academic advising. This award serves to highlight and reward, in a small way, the extraordinary efforts of truly outstanding advisers who go above and beyond to ensure their students succeed *and thrive* at CSU and beyond. The award amount is \$1,000.

Up to four (4) individuals will receive the Jack E. Cermak Advising Award each year. At Dr. Cermak's request, no more than one award will be for graduate advising (see separate process for graduate advisers), and no more than one award will be to an administrative professional adviser. The nominee cannot have received the award in the past seven (7) years (see the list of past recipients on the Provost's website).

Nomination Process

Nomination packets must be produced in no less than 10-point font and one-inch margins with page numbers and be organized in the following order and submitted electronically.

1. **Nomination cover page** (see the "Nomination Cover Page" on the Provost's website)
2. **A statement of nomination** that explains the impact the nominee has had on undergraduate students and/or the advising culture of the nominee's department/unit, college, or the University. Include how the nominee embodies the Characteristics of Excellent Undergraduate Advising (included below), supported with concrete examples. *maximum two pages, double-spaced*
3. **Three (3) letters total from current or former students** who have been advised by the nominee. The nominee may suggest students/alumni who might be willing to write a letter.
4. **A letter of support from a supervisor or department chair** of the nominee. *maximum two pages, double-spaced*
5. **A statement of advising experience and philosophy by the nominee**, including how that experience and philosophy relates to the Characteristics of Excellent Undergraduate Advising, and how the nominee has mentored across differences (race, gender, sexual orientation, culture, age, etc.). *maximum two pages, double-spaced*

Submit the nomination packet electronically (PDF) to kristin.mravinec@colostate.edu by 4:00 p.m. on February 1 with the subject line "Cermak Award — *nominee's name.*" No hard copies or late submissions will be accepted.

Selection Committee

A selection committee of at least five (5) individuals — faculty advisers, professional academic advisers, and students — will be convened and chaired by the Vice Provost for Undergraduate Affairs to determine three (3) award winners. One alternate may be selected in the event the graduate adviser selection committee does not select a graduate adviser winner.

Characteristics and Criteria for Assessing of Excellent Undergraduate Advising

Among the characteristics of excellent undergraduate advising that the Jack E. Cermak Advising Award Selection Committee will consider are the following:

- Advising performance extends above and beyond the standard expectations for advisers or faculty with significant advising commitments with similar responsibilities.
- Has served as an active academic adviser of undergraduate students at Colorado State University for a minimum of three years.
- Advising is a significant aspect of their work effort.
- Faculty advising extends beyond expected office hours and research tutelage to mentoring of students.
- Demonstrates effective interpersonal communication skills, including listening.
- Builds and can demonstrate positive and effective advising relationships with students.
- Uses knowledge of University policies, regulations, technological tools, and procedures to promote student success.
- Understands University services and resources, and effectively refers students to appropriate offices, colleagues, or centers for support beyond the academic domain.
- Demonstrates ability to guide students in reflection and future planning.
- Is recognized by students as an outstanding adviser.
- Is recognized by peers as an outstanding adviser.
- Has contributed to the improvement of advising services and/or the visibility of quality academic advising throughout the college or campus.
- Has participated in professional development opportunities focused on improving advising-related skills and understanding among students and colleagues.