



Writing an Effective Awards Nomination Letter



Overview

- Contribution and Service
- Advocacy and Collaboration
- Initiative and Attitude

Contribution and Service

- Contributes to the betterment of the academic advising community through exceptional service, leadership, and accomplishments
- Positively and significantly influencing student academic success
- Expand opportunities for students to maximize their educational experience
- Actively participates in professional development opportunities to share knowledge and enhance the quality of the community



Advocacy and Collaboration

- Fosters a supportive environment for students, creating support for student success in individual or systematic ways and advocating for the needs of students
- Develops and enhances relationships with colleagues, faculty, staff, administrators, and other campus partners
- Demonstrates a commitment to the improvement of the student success experience at the university through ongoing training, feedback, and collaboration with supervisors/supervisees, colleagues, and campus partners



Initiative and Attitude

- Enhances the quality of the academic advising community and work-life with a positive attitude
- Ready availability for students and colleagues
- Demonstrates an ongoing willingness to go above and beyond the minimum in service to students and the university, consistently surpassing expectations for students and colleagues
- Approaches problems or challenges with a readiness to seek creative and innovative solutions

