

December 2, 2019

TO: CALS Faculty and Staff

FROM: Karen Wassarman on behalf of the CALS Curriculum Committee

RE: Nominations for the 2020 WALSAA Outstanding Advisor Award

The UW-Madison College of Agricultural and Life Sciences (CALS) invites nominations for the 2020 WALSAA Outstanding Advisor Award. Please see below for award description, eligibility, nomination packet, selection criteria (expectations of accomplishments), review process, submission and deadline. Lists of past recipients are available at: <https://cals.wisc.edu/about-cals/awards/cals-awards/>.

WALSAA Outstanding Advisor Award

The WALSAA Outstanding Advisor Award goes to a faculty or academic staff member who has demonstrated a high degree of concern and exceptional effort to provide undergraduates (individuals, teams, or clubs) in the college with academic and/or personal guidance. The following should be included in a nominating letter for the WALSAA Outstanding Advisor Award. We are looking for insight into:

- Quantity of advising (number of advisees over time relative to department's load).
- Quality of advising (accessibility, willingness to help, knowledge of program).
- Related activities (internships, independent studies, placement, mentoring).
- Contributions to student groups.
- Other contributions to undergraduate needs and interests.

In addition to the letter of nomination, up to two letters of reference from colleagues or other individuals who are familiar with the nominee's advising may be included. Letters may come from faculty, staff, or students.

Nomination Packet

1. Letter of nomination, to include:
 - a. Information outlined above;
 - b. Author's current relationship with nominee, including major and year if a student and length of relationship
2. One or two letters of reference from faculty, staff, or students familiar with nominee's advising (optional)
 - a. Letters should include relationship with nominee, including major and year if a student and length of relationship

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Selection Criteria for Advisor Award

- Quantity of Advising (20%). Number of majors in department and number advised by nominee.
- Quality of Advising (50%). Accessibility and willingness to help, knowledge of degree requirements, quality of student records, involvement with internship, and placement.
- Contributions to student groups (20%). Advisor to student clubs and professional organizations.
- Other contributions to undergraduate needs and interests (10%).

Review Process

Submissions will be reviewed by the CALS Curriculum Committee or an awards sub-committee based on the above criteria. Nomination packets will be ranked by each committee member, and the members will deliberate the relative merits of the packets and rankings.

Submission and deadline:

- Please submit the nomination materials electronically as one PDF document to megan.ackermanyost@wisc.edu by **Friday, February 14, 2020**.
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Additional information:

- Departments, units, or students can nominate more than one candidate.
- Departments, units, or students can nominate a candidate for more than one teaching/advising award.
- Past recipients of an award are not eligible to win that award again (lists of past winners are posted at <https://cals.wisc.edu/about-cals/awards/cals-awards/>).
- An individual may win more than one teaching/advising award in a single year.
- The council encourages re-submission; however, nomination packets will not be retained.
- Awards will be presented at a program on **May 6, 2020 at 3 pm** in the Ebling Auditorium, Microbial Sciences Building.
- For further inquiries, please contact: megan.ackermanyost@wisc.edu.