

Curtis P. Lawrence Excellence in Advising Award Rubric

Award Criteria	Inadequate 0 No evidence	Fair 1 Some evidence	Above Average 2 Most evidence, meets expectations	Excellent 3 All evidence demonstrated, exceeds expectations
<p style="text-align: center;">Personal Advising Philosophy</p> <p>Faculty and staff may weigh this category differently if the committee so chooses.</p>				
Letters of Recommendation				
<p>University/Program Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of campus information and resources and use of that knowledge in helping students. • Knowledge of major and career-related information and academic policies and use of that knowledge in assisting students. 				
<p>Commitment to the Field of Advising:</p> <ul style="list-style-type: none"> • Demonstration of advising as a priority activity. If applicable, please include a brief description of any current responsibilities other than advising. • Support of advisor training and development programs and efforts to improve advising services at Missouri State University. 				
<p>Use of Tools and Innovation:</p> <ul style="list-style-type: none"> • Use of innovative advising techniques and/or development of advising materials or systems • Effective documentation of advising sessions through "Advising Notes." 				

<p>Interpersonal/Relational Skills:</p> <ul style="list-style-type: none"> • Reasonable accessibility to advisees. Effective use of available time with advisees. • Efforts to create positive relationships with students. • Support for the needs of diverse students and for initiatives devoted to accessibility and inclusion. 				
<p>Supplemental Materials</p>				
<p>Student Survey Responses</p>				
<p>Additional Items to Consider Please use this space to note any additional items that should be considered but are not properly reflected elsewhere in this rubric. This may include items such as not following directions, red or green flags, or subjective reflections.</p>				
<p>General Comments Please use this space to provide general comments or notes about this nominee and/or their application.</p>				