**2024 Recognition Awards**

**Submission** **Deadline: 5:00 p.m. on Monday, February 5, 2024.**

**Submit nominations via email to: Nominee’s** [**academic chair or director**](https://cas.wsu.edu/about-the-college/academic-chairs-directors/)**.**

Inquire well in advance of the deadline for unit-specific nomination processes or guidelines.

**Excellence in Undergraduate Advising Award**

**Purpose:** Recognizes undergraduate advisors who effectively facilitate student decision-making, continually provide guidance and support to undergraduate students, and exhibit a respectful, caring and compassionate attitude toward students.

**Criteria:** Exemplary performance as an undergraduate advisor and mentor, evidence of high-quality advising activities, development of educational plans for students while assisting with clarification of career and life goals as well as advising contributions above and beyond typical advising activities and responsibilities.

**Specific eligibility:** Faculty or staff (administrative professional or civil service) undergraduate advisors in the College of Arts and Sciences.

**Required Materials**

All nomination packets must include the following materials **in a single PDF file**:

* **CAS Award Nomination Form**

See next page for award-specific form. Do not include this instruction page.

* **Nomination Letter** (Limit of two pages)

A broad description of why the nominee is deserving of the award. Cite specific examples of relevant accomplishments, advising, and mentoring. Focus on the impact of the nominee’s range of experience within the discipline, across the institution, and on students. Include recognition of note. Additional award-specific criteria are listed above.

* **Nominee’s Resume Limit**

5 pages.

* **Supplemental Materials**

Include additional documentation of outstanding accomplishments in advising and mentoring as appropriate. At least one letter of support or testimonial from a current or past student is required.

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**Questions?**

Contact the Office of the Dean at cas.awards@wsu.edu.

**Excellence in Undergraduate Advising Award**

**2024 Award Nomination Form**

*Nominations are due to nominee’s chair or director by 5:00 p.m. on Monday, February 5, 2024.*

**Nominee:**

**Title:**

**Department/School/Program:**

**Campus Zip:**

**Office Phone:**

**WSU E-mail:**

**Date of first appointment at WSU:**

**Nominator:**

**Title:**

**Department/School/Program:**

**E-mail:**

 **Campus Zip:**

***FOR CHAIRS AND DIRECTORS ONLY***

I electronically endorse and support the above-named nominee for the Excellence in Undergraduate Advising Award.

**Nominee’s WSU ID:**

**Chair/Director:**

**Date:**

A confirmation email will be sent to the chair/director after the complete nomination packet has been received by the Office of the Dean.